



POSITION DESCRIPTION

POSITION: Project Director, National Initiative to Advance Health Equity in K-12 Education

DEPARTMENT: Advocacy & Equity, Diversity, and Inclusion

CLASSIFICATION: Full-time, exempt

ABOUT SHAPE AMERICA:

SHAPE America — Society of Health and Physical Educators serves as the voice for 200,000+ health and physical education professionals across the United States. The organization's extensive community includes a diverse membership of health and physical educators, as well as advocates, supporters, and 50 state affiliate organizations.

Since its founding in 1885, the organization has defined excellence in physical education. For decades, SHAPE America's **National Standards for K-12 Physical Education** have served as the foundation for well-designed physical education programs across the country. Additionally, the organization help develop and owns the **National Health Education Standards**.

SHAPE America provides programs, resources and advocacy that support an inclusive, active, kinder and healthier school culture and champions health and physical educators at every level, from preschool to university graduate programs. Our school-based service-learning program — **health. moves. minds.**® — helps teachers and schools incorporate social and emotional learning so students can thrive physically and emotionally, while raising funds to build and increase capacity for school health and PE programs.

SUMMARY:

The Project Director will be responsible for managing SHAPE America's Centers for Disease Control and Prevention (CDC) 2203 Cooperative Agreement, the [National Initiative to Advance Health Equity in K-12 Education](#). This is a grant-funded position for the duration of the 5-year cooperative agreement project (June 2022-May 2027).

The Program Manager will work collaboratively to oversee the development of training and resources that support equitable and inclusive school health policies, practices, and programs, as well as other projects identified in the project workplan. Key projects will include the development, implementation, and evaluation of school administrator-focused training and communities of practice, as well as the development of resources and professional learning for wellness committees.

SUPERVISION:

Reports to SHAPE America Vice President, Advocacy & Equity, Diversity, and Inclusion.



NATURE AND SCOPE OF WORK:

1. Provides oversight and coordination of SHAPE America's CDC cooperative agreement project activities. Coordinates and monitors the implementation of project goals, objectives, activities, and evaluation requirements in the CDC-approved work plan.
2. Serves as primary contact for CDC-related workplan activities for SHAPE America. Works collaboratively with the SHAPE America's project team, SHAPE America staff, CDC project officer, CDC Healthy Schools Branch staff, CDC-funded grantees, and SHAPE America members to implement the project work plan.
3. Builds new partnerships and cultivates existing relationships with national health and educational organizations to further school health equity work.
4. Conceptualizes and develops high-quality professional learning opportunities, resources, and implements comprehensive follow-up support for adult learners with a specific focus on capacity building of school administrators and school/school district decision-makers.
5. Conceptualizes and supports the development and delivery of training and resources that support administrator capacity-building on inclusive and equitable school health policies, practices, and programs, in partnership with project consultants.
6. Collaborates with the project evaluator and CDC to develop an evaluation plan and implements evaluation activities that align with project goals, objectives, and activities. Collaborates to identify and translate meaningful data for measuring and reporting on project success.
7. Works with SHAPE America's marketing team to promote project activities and accomplishments through SHAPE America's internal and external communication channels.
8. Works to fully align and integrate CDC cooperative agreement projects and priorities, with other funding opportunities, and other SHAPE America projects and priorities.
9. Manages all project consultants and contractors to ensure deliverables outlined in scopes of work and contracts are fulfilled.
10. Manages all project records and completes all project reporting requirements. Maintains project files, monitors reporting deadlines, adheres to report requirements, and collaborates with relevant staff to write and submit reports.
11. Works with the business and finance department to ensure grant and fiscal compliance.
12. Maintains and advances skills and content knowledge in project management, training and facilitation for adult learners, health and racial equity, and related content areas (social & emotional learning, health education, physical education, and school-based physical activity).

OTHER DUTIES:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

**QUALIFICATIONS:**

Bachelor's degree (or four years of additional relevant professional-level work experience may be substituted in lieu of a bachelor's degree) with at least 5 years of experience in program management and professional development for adult learners. Excellent written and oral communication skills, excellent interpersonal and teamwork skills, customer service orientation, strong organizational skills, computer proficiency, project management, and an ability to balance multiple tasks, work independently, and problem-solve. The ideal candidate will have experience in school equity initiatives and educational leadership or have worked closely with school administrators. Experience with federally funded programs is preferred.

LOCATION:

SHAPE America is a fully remote organization. Occasional travel is required for meetings, the annual SHAPE America National Convention & Expo, and other events, as necessary.

SCHEDULE:

Monday-Friday, 37.5 hours per week (exempt)

SALARY AND BENEFITS:

Salary range of \$65,000 - \$74,000, based on qualifications and experience. SHAPE America offers competitive benefits, including paid holidays, annual and sick leave, company paid health coverage, matching 403(b) plan, and more.

HOW TO APPLY:

Please send a cover letter and resume cdccoag@shapeamerica.org with "CDC Program Manager" in the subject line. Include specific examples of your experience in meeting the qualifications in the body of your cover letter.

SHAPE America is wholly dedicated to recruiting, developing, and retaining a diverse group of talented people. We are committed to provide equal opportunities to all employees and applicants without regard to race, color, religion, gender, national origin, age, disability, sexual orientation, gender identity, or other protected criteria, in accordance with applicable law.