



Project Manager for Community Innovation Grant

Who We Are

Family Tree Clinic is a leader in sexual and reproductive health care in the Twin Cities and Minnesota. Founded by community activists and volunteers in 1971, our vision is to eliminate health disparities through innovative, personalized sexual health care and education for diverse needs. We work to achieve this vision through providing patient-centered health care services, community education and outreach; and through developing alliances across the state to promote sexual health and freedom in our communities. The staff at Family Tree is a team of committed, passionate, and smart individuals who work hard and are eager to learn and grow together as we provide services and education to our community.

Core Value Statements

Commitment to furthering social and reproductive justice: striving for and demonstrating a conscious awareness of cultural markers and lenses related (but not limited) to race, ethnicity, country of origin, religion, family narrative, gender identity, immigration status, gender presentation and expression, sexual orientation and expression, mental and physical ability, size, class, and age; sex positive; striving to center justice lenses in our daily work and long-term goals

Mission-focused: conveying passion for our mission with an understanding that our work evolves over time, and that there are many ways we accomplish our collective goals; supporting a workplace environment that is in service to our mission

Collaborative and accountable: being mindful of our differences and striving for self-awareness; accountable to colleagues, patients, clients and community members; acknowledging of one's own mistakes and striving to learn from them; supportive of ongoing learning

Direct and respectful: being honest, candid and straight-forward in a way that acknowledges the power of our words; assuming the best intentions when engaged in difficult conversations; conveying respect for each other and our clients; upholding workplace standards and Family Tree's mission in all of our interactions

Position Summary

The Project Manager is a key position for Family Tree Clinic's Gender Affirming Care in Rural and Greater Minnesota Communities program, funded by the Bush Foundation's Community Innovation Grant. The Project Manager is responsible for coordinating the planning, implementation and assessment of this program that aims to create a network of providers that will begin to provide healthcare to transgender and gender-expansive people in their home communities. The Project Manager will work closely with the Medical Director, Clinic Director, other clinic staff, and external partners. The Project Manager is committed to an organizational culture that centers racial justice & anti-oppression in our mission, vision and work and strives to advance equity and justice in all areas of the role.

Family Tree Clinic is an equal opportunity employer and is committed to building and maintaining a diverse staff that is representative of the communities we serve and live in. People of color, LGBTQ-identified individuals, and people from the local community are strongly encouraged to apply.



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Primary Duties

Independent responsibilities:

- Independent project management, tasks to include: developing work plans, roles, timelines, evaluation, and grant reporting requirements.
- Organize and manage the formation of a project-specific Patient Advisory Council (PAC) that is representative of intersectional identities to help center the program on participants' needs, voices, and lived experiences.
- Manage the creation of provider mentoring modules and toolkits ensuring that patient data, PAC feedback, and current research are represented in educational materials.
- Manage the scheduling and implementation of telementoring care conferences.
- Work with licensing boards and other entities to provide any applicable CEUs, CMEs, or other continuing education credits for trainings.
- Lead and facilitate a variety of meetings, including with FTC staff, external partners, and PAC
- Use FTC's EHR to run reports on patient data, etc.
- Program assessment and evaluation.
- Occasional travel to meet with program partners in greater Minnesota, North and South Dakota and tribal nations that share the same geographical area.

Collaborative responsibilities:

- Collaborate with FTC Medical Director and community partners to identify and recruit primary care providers to participate in the program.
- In collaboration with the Clinic Director, work closely with the newly-formed PAC to ensure feedback, guidance, and assessment from this group is gathered and reported to FTC and/or community partners, as relevant.
- Work with Grants Manager and other administrative staff to ensure the program data are recorded and outcomes are measured in alignment with proposed goals.
- Participate in media requests about the project as able.
- In collaboration with other FTC staff, cultivate the development and maintenance of relationships with community partners.
- Coordinating clinical learning schedules with students and residents from educational program partners as well as community partner shadowing with FTC providers and staff.

Additional Duties (not a complete list)

- Additional tasks and responsibilities as assigned by the Medical Director, Clinic Director, and/or Executive Director.
- Lead by example to support a positive workplace and uphold Family Tree Clinic's core values.
- Participate in organizational training, workshops, and meetings focused on racial justice & anti-oppression, as able.

Qualifications

Required:

- Bachelor's degree
- Extensive experience and knowledge of working with transgender, nonbinary, and gender expansive communities

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- 3 or more years of experience with implementation, management, and evaluation of programs and projects
- Knowledge of adult learning practices and strategies
- Experience working in health care settings, working with health care systems and/or in public health research
- Reliable transportation to attend offsite meetings in the local twin cities area and to occasionally meet with program partners in greater Minnesota and the upper Midwest region
- Ability and willingness to challenge and change systemic and personal actions and behaviors that contribute to systems of oppression
- Ability to self-motivate, work independently and prioritize tasks with minimal direction
- Demonstrated attention to detail
- Excellent interpersonal, oral, and written communication skills including the ability to present information clearly, to manage and motivate others, and to work with diverse communities

Preferred:

- Master's or higher level degree in Public Health, Nursing, Medicine, Social Work, or other related field
- Experience in clinical education, adult learning, continuing education training, or other related educational experience
- Experience working with indigenous communities and tribal nations
- Experience working with communities in rural areas

Salary & Benefits

Starting hourly wage is \$26.75 or higher based on experience and qualifications beyond what is required in the job description. This position is funded by a multi-year grant from the Bush Foundation through January 2027.

This is a benefits-eligible position, with medical, dental, vision, life, and long-term disability insurances, paid holiday, vacation and sick time, and 2% employer matched 401k.

Hours: This position is offered at 35 hours per week.

Supervisor: FTC Medical Director

Typical Working Conditions:

- Conditions typical to an office environment including sitting or standing at workstation and in meetings, viewing computer screens, lifting up to 30 pounds.
- This position is expected to work on-site in a clinical & office environment with some remote work flexibility.
- Some travel in Minnesota and surrounding areas.
- Hazards common to clinical and educational environments including potential exposure to communicable diseases.
- To help ensure the health and safety of our Patients, Clients, Students, and Staff, **Family Tree requires all employees to be fully vaccinated and boosted against the COVID-19 virus.** All

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new employees are required to be either fully vaccinated, receive their first dose, or receive any recommended booster shots within 2 weeks of hire. If you have questions about the vaccine policy, please contact our HR department at dangelucci@familytreeclinic.org. Exceptions may be made for medical reasons and/or genuinely held religious beliefs.

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