



All Alaska Pediatric Partnership Help Me Grow Alaska Program Manager

Principal Responsibilities: The Help Me Grow Alaska (HMG-AK) Program Manager has the principal responsibility of leading the HMG-AK team to fulfillment of the HMG-AK Core Purpose “Building a system where every Alaskan kid has what they need to grow and succeed.” The Program Manager oversees both the daily operations and overall implementation of HMG-AK, as well as its integration into A2P2’s programs and relevant statewide systems that deliver health care, education and social services to children and their families. The HMG-AK Program Manager position is accountable for the management of the program both as a part of the system of care in Alaska and as a program of the All Alaska Pediatric Partnership (A2P2).

POSITION DETAILS

Reports to: A2P2 Director of Programs

Supports: Director of Programs, Executive Director, Director of Administration and Finance, Partnerships Lead, Data Program Manager, Communications Lead

Supervises: Help Me Grow Alaska - CAP Team Lead

Location: Anchorage (Hybrid)

FLSA Classification: Exempt; salary, Full-Time

Compensation: \$80,000 - \$100,000 annually

Benefits: Competitive benefits program includes: Medical, Dental, Vision, HSA, Life & AD&D Insurance, generous PTO plan and 11 paid holidays, 403(b) retirement plan and employee assistance program.

Closing Date: Open until filled. First review of applications on April 13, 2026. **Only applications with both a resume and cover letter will be reviewed.**

RESPONSIBILITIES

HMG-AK Program Manager Responsibilities:

1. Managing and adapting functional systems for all areas of operations in line with the national Help Me Grow fidelity model and A2P2 strategic plan.
2. Effectively oversee the CAP (Centralized Access Point/Call Center) team and CAP operations in collaboration with the HMG-AK - CAP Team Lead, including support for all stages of staff hiring, retention and off-boarding.
3. Working in collaboration with organization leadership to integrate HMG-AK program planning into the organizational strategic plan.
4. Creating an annual Program Work Plan in alignment with A2P2’s strategic goals and objectives and overseeing its execution in coordination with the CAP Team Lead and A2P2 Program Managers.
5. Supporting staff in their work and ensuring they have the tools, training and assistance needed to carry out their duties, jointly with the CAP Team Lead.
6. Overseeing implementation of program-level policies and procedures, including relevant documentation, and engaging the team in their creation and utilization.
7. Overseeing the call escalation process – remaining available to support the CAP team in complex or high-risk cases and finding external support when needed.



8. Planning and participating in HMG-AK outreach and collaboration activities, including serving as a program resource for other A2P2 program areas and overseeing the integration of CAP Team in relevant outreach.
9. Collaborating with the Data Program Manager to implement HMG-AK program data reporting activities and requirements, including the program evaluation, Help Me Grow national fidelity assessments and internal and external data needs.
10. In collaboration with the Director of Administration and Finance, operating the program within the established budget; fulfilling all funding-related requirements for reporting compliance; identifying and managing the resources required for program implementation; and supporting program development by identifying and pursuing funding opportunities.
11. Coordinate cooperative projects with partner agencies and organizations in close collaboration with the Director of Programs, ensuring alignment with organizational priorities.
12. Providing knowledgeable oversight of the programmatic use of the Salesforce database and related technology, in collaboration with the Data Program manager and Director of Programs and utilizing external specialists where necessary for technical support.
13. Supporting the Director of Programs and Executive Director in representing HMG-AK in collaborative settings, including standing committees where leadership participation is key to HMG-AK and partner program success.
14. Building and maintaining strong working relationships with local, regional and national stakeholders and partners, as appropriate, to understand the systems of care and the ever-changing landscape of services in the state and nationally to support program implementation and appropriately position HMG-AK.
15. Preparing and presenting program reports at least quarterly and attending staff and or board meetings as required for successful collaboration.

ORGANIZATIONAL STANDARDS

1. We are guided by our mission: Transform systems of care and increase equitable access to health care and related services to ensure all Alaska's children reach their full potential.
2. Our mission can be fulfilled only through successful partnership with communities and service providers statewide. We are individually responsible for supporting these collaborative and cooperative relationships.
3. We value systems and procedures and understand the importance of utilizing current procedures consistently so they may be accurately evaluated and continually improved.
4. We are continually improving, seeking innovative ways to achieve our purpose while understanding that the best evolution of systems and processes is iterative and based on data and experience.
5. We are data driven; capturing information, tracking activities, reporting and analyzing data are regular recurring activities.
6. We are Alaska focused – fulfilling our purpose is a statewide effort with a sense of community “close to home.”
7. All client materials and information will be held as strictly confidential and will be appropriately secured.
8. Employees are encouraged to recommend ideas for the vision of the organization, innovations and improvements within their department and position that are consistent with our core purpose.

EDUCATION AND EXPERIENCE:

- Bachelor's degree in Social Work, Public Health, Education, Psychology, Health Care Administration, Nursing, Communications or related field highly preferred.



- Proficient in the Microsoft Office Suite with the demonstrated ability to learn new software applications.

PREFERRED BUT NOT REQUIRED:

- Experience in program management.
- Experience involving child development, children with special needs or pediatric systems of care.
- Experience in health communications or health education.
- Experience in database programs or information management (especially the Salesforce CRM platform).
- Experience successfully supervising employees.
- Experience in program evaluation and data analysis.

SKILLS, KNOWLEDGE AND ABILITIES

- Strong motivation and initiation skills and ability to work both independently and as part of a team.
- Analytical skills to identify root causes of gaps and barriers and problem solve.
- Excellent communication and interpersonal skills, both written and verbal.
- Ability to work with diverse groups of individuals across sectors to effectively provide information, identify problems and develop feasible solutions.
- Strong organizational skills.
- Ability to use computer programs and data systems to accomplish tasks, manage schedules, and organize multiple and complex program components.
- Demonstrated ability to plan, manage and track workplans and budgets.

NOTES

Travel: Occasional travel in and out of state may be required. Some travel to rural locations may occur in small aircraft.

Nature of Employment: Any description of work is a picture of the major responsibilities of a position at a given point in time. Jobs are dynamic and assignments/priorities may change. The primary purpose of this description is to outline and communicate key tasks and expectations for the position. This description does not imply or create a contractual relationship. All Alaska Pediatric Partnership is an at-will employer.

Equal Opportunity: The All Alaska Pediatric Partnership is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, religion, color, national origin, age, disability, sex, marital status, changes in marital status, pregnancy or parenthood.

HOW TO APPLY

Qualified applicants may send both a cover letter and resume to employment@a2p2.org. The position is open until filled; first review of applications will take place on April 13, 2026. Applications submitted without a cover letter will not be considered.