

Program Manager – Training & Education

Organization: Minnesota Community Health Worker Alliance (MNCHWA)

Location: St. Paul, MN (hybrid; some in-person required)

Travel: Approximately 10%

Reports to: Director of Programs

Status: Full-time, Exempt

About MNCHWA

MNCHWA builds community and systems capacity for better health by advancing Community Health Worker strategies through education, partnership, research, and technical assistance, promoting equitable outcomes and strengthening healthcare, public health, and community-based systems statewide. Learn more at:

<https://mnchwalliance.org/>

Position Overview

The Program Manager – Training & Education leads the design, coordination, and implementation of Community Health Worker education and training initiatives across Minnesota. This role partners statewide with educational institutions, training providers, and stakeholders to support CHW certificate attainment, professional development, leadership development, and education pathways.

Reporting to the Director of Programs, the Program Manager plays a key role in advancing the CHW profession while ensuring alignment with MNCHWA's mission, strategic priorities, and grant requirements.

Key Responsibilities

- Lead and manage CHW education and training programs, including the CHW Certificate Program, scholarships, student support, and professional development offerings
- Apply adult learning principles to design, deliver, and continuously improve training and education initiatives
- Maintain and operationalize CHW Certificate curriculum aligned with workforce needs, academic standards, and field practice
- Coordinate in-person, virtual, and hybrid trainings using learning management systems and digital tools
- Co-lead the CHW Research Initiative in partnership with CEARCH, supporting CHW research workforce development

- Build and maintain statewide partnerships with colleges, training providers, and education stakeholders
- Support education-related grants, evaluation, reporting, and data-informed continuous improvement
- Collaborate across MNCHWA programs to align training, workforce development, registry, and engagement efforts
- Supervise coordinators, interns, or consultants as assigned

Required Qualifications

- Bachelor's degree in education, instructional design, public health, community health, or related field (or equivalent experience)
- Minimum of three years of experience in training, education program management, or learning and development
- Experience with curriculum design, eLearning, and learning management systems
- Experience with learning assessment, evaluation, and outcomes measurement
- Strong facilitation, presentation, and written communication skills
- Ability to manage multiple priorities and work collaboratively across teams and partners

Preferred Qualifications

- Experience managing state- or federally funded education or training programs
- Experience working with higher education systems or statewide education partnerships
- Knowledge of Community Health Workers, CHW Certificate programs, or workforce pathways
- Experience in public health, workforce development, or health equity-focused settings

Work Environment

This Minnesota-based position requires state residency and occasional in-person attendance at MNCHWA's St. Paul office and statewide meetings or events, including some evenings or weekends.

Compensation & Benefits

MNCHWA is committed to equitable and transparent compensation. This role has a salary range of \$65,000–\$85,000, determined by experience and alignment with organizational equity practices. Benefits include retirement contributions, an employer-contributed

Health Savings Account (HSA), generous paid time off and holidays, and a supportive, mission-driven work environment.

MNCHWA Commitment

MNCHWA is an equal opportunity employer and is committed to health equity, cultural responsiveness, and eliminating structural barriers in the workplace and the communities we serve.