



## Clinician Creativity & Well-being Project

3/31/20

**Job Function Summary:** The project manager will oversee the Clinician Creativity & Well-being Project 20 hours/week for a period of three months, with likely extension as funding is secured. Project manager will be a part time temporary employee paid at a rate of \$20/hour (\$400/wk.) and will be paid bi-weekly. As with all of NOAH's paid positions, NOAH's selection process will include consideration of increasing diversity, equity, and inclusion.

**NOAH Overview:** National Organization for Arts in Health provides transformational leadership to bring the field of arts in health together, and to move the field forward. Our focus is on the field of arts, health, and well-being; and creating tangible impact from our goals and initiatives. We know through research and experience that the arts are an integral and we are committed to shaping a reality where that fact is accepted fully, and incorporated into medical treatment, medical education, prevention, public health, and well-being.

### **Key Responsibilities:**

Responsible to NOAH Administrator and Program Leadership

Oversee day to day operations

Work with curator to organize accepted videos and artist/art therapist facilitators

Work with tech lead to organize video editing and uploading

Be in charge of marketing

Work with DEI consultant

Overseeing scheduling of virtual programming

Assist with Crowdfunding campaign

Fundraising

Coordinate with NOAH Clinician Wellbeing Working Group

### **Knowledge Skills and Abilities:**

Excellent communication skills

Excellent coordination and reporting skills

Social Networking

Fundraising

Updating website

Preparing and delivering financial and status reports

Have experience working independently

**Management of Funds:**

Funds will be managed by NOAH Treasurer

Project Manager will be paid through the NOAH Administrator

**Supervision:**

Alan Siegel, M.D. Project Director

Cindy Perlis, MFA. Project Curator

**To Apply:** Deadline for applications is Monday, April 6, 2020 at 12 pm PT. Applicants should provide the following, emailed to [director@theNOAH.net](mailto:director@theNOAH.net) with the subject line "Project Manager":

- A resume with two reference contacts
- A cover letter expressing interest in and qualifications for the position

*Creating an equitable work environment is part of NOAH's commitment to advance diversity and inclusion in the field of arts in health. Applicants are encouraged to share if they identify with one or more historically marginalized groups (examples include but are not limited to Immigrant, Indigenous, International, LGBTQIA, Person of Color, Person with Disability, Person of Size, Socioeconomic Disadvantage). This is not a requirement for submitting an application. NOAH is proud to be an Equal Opportunity Employer.*