

# JANET MAX

## HEALTHY TEEN NETWORK

www.HealthyTeenNetwork.org • 410.684.0410 • Janet@HealthyTeenNetwork.org

### SKILLS & SUBJECT AREA EXPERTISE

Janet Max is a Certified Health Education Specialist with over twenty years of experience regarding the health and wellness of adolescents and young adults. Specific skills include senior level management, organizational and project budget development and oversight, as well as training and technical assistance and project management of multiple on-going projects.

### EDUCATION

#### NEW YORK UNIVERSITY, NEW YORK CITY, NY

MASTER OF PUBLIC HEALTH, 2004

- Community Public Health Concentration

#### TULANE UNIVERSITY, NEW ORLEANS, LA

BACHELOR OF ARTS, 1999

- Psychology Major

### PROFESSIONAL EXPERIENCE

#### PRESIDENT AND CEO

HEALTHY TEEN NETWORK, BALTIMORE, MD

2020 - PRESENT

In this current role, provides overall managerial, fiscal, and program development oversight, as well as strategic leadership and vision for the organization. Serves as a public liaison to the field at large.

#### VICE PRESIDENT

HEALTHY TEEN NETWORK, BALTIMORE, MD

2016 – APRIL 2020

Led strategic partnerships and worked closely with the President/CEO on strategic initiatives and budget oversight. Oversaw the Capacity Building and Evaluation Department, which included 12 on-going projects and an annual department budget of \$1.2 million per year. Provided management and oversight for all trainings, technical assistance, and resource development for this national non-profit agency to address issues of teen pregnancy and pregnancy prevention. Responsible for the design, implementation, management, and/or oversight of numerous on-going projects, including several large federally funded projects and sub-contracts with the Office of Adolescent Health, Family Youth Services Bureau, the Centers for Disease Control and Prevention-Division of Reproductive Health, and the Centers for Disease Control and Prevention-Division of School Health. In addition to project management oversight, responsibilities included:

- Successfully started 15 projects from ground up, including hiring and training staff, developing internal systems for communication and quality control, coordinating with multiple partners, monitoring budgets, and writing project reports and close out reports when funding cycles ended.
- Liaised with project officers.
- Served as the task lead for the 2016 and 2014 Department of Health and Human Services (HHS) Teen Pregnancy Prevention Grantee Conference (sub-contract to Child Trends) under Office of Adolescent Health, which included managing a staff of 7 across two organizations as well as coordinating with a second sub-contractor. This project involved facilitating multiple planning committees with up to 15 participants per committee and working across four federal agencies to ensure content was applicable to representatives from across 10 different funding streams. The



high visibility of this task required extreme attention to detail, including detailed work plans and timelines, as well as on-going course correction and adjustments.

- Responded to technical assistance requests from federal grantees, members, and constituents. Technical assistance requests included providing support for program assessment, implementation challenges, designing and implementing a data collection system, tracking and meeting performance measures and overall program evaluation plan, developing and improving internal management systems, as well as developing continuous quality improvement plans.
- Supervised all training and technical assistance staff and program managers.
- Managed consultant roster, including development and execution of MOUs with consultants/subcontractors.
- Program assessment, including web-based surveys, phone interviews, in person focus groups, and expert meetings.
- Established strategic partnerships and relationships with allied organizations on the state and national level.
- Conducted interactive trainings, workshops, and webinars.
- Developed new funding opportunities and wrote proposals for foundation and government grants.

### **DIRECTOR OF EDUCATION AND OUTREACH**

HEALTHY TEEN NETWORK, BALTIMORE, MD  
2010 - 2016

### **DIRECTOR OF PROGRAMS AND POLICY**

HEALTHY TEEN NETWORK, BALTIMORE, MD  
2008 - 2010

### **SENIOR PROGRAM MANAGER**

HEALTHY TEEN NETWORK, BALTIMORE, MD  
2005 - 2008

### **PROJECT MANAGER**

HEALTHY TEEN NETWORK, BALTIMORE, MD  
2004 - 2005

### **PUBLIC HEALTH INTERN**

PLANNED PARENTHOOD OF NEW YORK CITY, NY  
JANUARY 2004 - MAY 2004

Conducted pre/post HIV test counseling. Provided one-on-one counseling and reproductive health education for women and men regarding HIV/STIs, unplanned pregnancy, and birth control options.

### **HEALTH ADVOCATE, OFFICE OF WELLNESS AND LEARNING**

NEW YORK UNIVERSITY HEALTH CENTER, NYC, NY  
JULY 2003 - MAY 2004

Facilitated workshops for NYU students on issues of sexual health, specifically HIV and STI prevention. Collaborated with transgender students to develop a new brochure concerning health issues for transgender individuals. Assisted the office in planning and implementing several university-wide health education campaigns and outreach events. Served as a resource for students with questions about sexual health, smoking cessation, nutrition, and stress management.

### **PROJECT ASSISTANT**

CASA NEW ORLEANS/NEW ORLEANS CHILD ADVOCACY CENTER, NEW ORLEANS, LA  
MAY 2002-AUGUST 2002

Created a short and long-term strategic plan to increase the effectiveness and efficiency of the New Orleans Child Advocacy Center (NOCAC). NOCAC provides space for interviewing survivors of child abuse and serves as a resource for survivors and their families. Increased the communication between police officers, social workers, doctors, and the District Attorney's office to improve services for child abuse survivors.



## DIRECTOR OF PLANNING, ALLOCATION, COMMUNITY RELATIONS

JEWISH FEDERATION OF GREATER NEW ORLEANS, NEW ORLEANS, LA  
1999-2001

Managed the planning, budget, and allocations process for this major fundraising organization with an annual budget of \$2.9 million. Developed grant applications, reviewed proposals, and oversaw the disbursements of grants. Created a volunteer coalition of community members to tutor in local public schools.

## PUBLICATIONS

Desiderio, G., **Max, J. L.**, Scott, M. E., Ikramullah, E, Barry, M., & Manlove, J. (2010). *The Core Components of Supportive Housing Bricks, Mortar, and Community: The foundations of supportive housing*. Baltimore, MD: Healthy Teen Network.

Kahn, A., **Max, J. L.**, & Paluzzi, P. (2007). *Engaging Youth...On Their Turf: Creative Approaches to Connecting Youth through Community*. Washington, DC: Healthy Teen Network.

**Max, J. L.**, & Paluzzi, P. (2006). *Helping Teens Help Themselves: A national blueprint for expanding access to supportive housing among pregnant and parenting teens exiting foster care*. Washington, DC: Healthy Teen Network.

**Max, J. L.**, & Paluzzi, P. (2005). *Promoting the successful transition from foster care/groups home settings to independent living among pregnant and parenting teens*. Washington, DC: Healthy Teen Network.

## TRAININGS & PRESENTATIONS

Enabling Successful Transition to Independent Living Among Pregnant and Parenting Teens.

Understanding Adolescent Development: What We Need to Know to Work Effectively with Teens.

Programs that Address the Needs of Young Mothers.

Reducing Teen Pregnancy and Assisting Pregnant and Parenting Teens in Foster Care.

Using the Behavior-Determinant-Intervention Logic Model to Design and Improved Programs for Young Families.

Programs that Integrate HIV, STI, and Teen Pregnancy Prevention: A Training Partnership between Healthy Teen Network and the South Carolina Campaign to Prevent Teen Pregnancy.

Helping Teens Help Themselves: Supportive Housing Models for Young Families.

Selecting and Implementing Science-Based Programs: The Integration of HIV & Teen Pregnancy Prevention.

Understanding and Working with Adolescent Parents.

Opportunity Knocks: Using Teachable Moments to Convey Safer Sex Messages to Young People.

Understanding the Unique Needs of Pregnant and Parenting Teens.

You, Me & Baby Makes Three: Encouraging Teen Parents to Co-Parent.

