**TITLE: Opioid Prevention Project Manager STATUS:** EXEMPT, FULL TIME

**REPORTING TO**: Director of Community Partnerships

Community Health Partnership (CHP) is seeking a strategic and detail-oriented Project Manager to provide collective impact backbone functions in support of our local Opioid Coalition. The Opioid Prevention Project Manager will be part of a small team responsible for driving CHP’s health initiatives forward and supporting strategy development, facilitation, project management, communications, community engagement, and data/evaluation functions.

CHP was formed in 1992 by local healthcare leaders to foster a collaborative approach to addressing health-related issues. We exist to improve the health of the Pikes Peak region. Our vision is to pioneer a process of collaborative leadership that results in measurable improvements in community health.

**Key Responsibilities and Duties**

The Opioid Prevention Project Manager will provide day-to-day support and facilitation of CHP’s Opioid Coalition. Key responsibilities include:

*Strategic coherence:*

* Develop content expertise on opioid use disorder and create or support strategies to address the opioid epidemic in El Paso County.
* Facilitate strategy-focused sessions to develop theories of change and/or long-term and short-term plans.
* Maintain understanding of current implementation challenges and develop comprehensive solutions to address them.
* Provide direction and support to partner organizations in aligning their work (e.g., identifying opportunities for program work to support specific goals).
* Develop advocacy priorities and coordinate supporting activities of partners.

*Working with committees and community partners:*

* Using collective impact methodologies, develop and/or strengthen collaborative infrastructures;
* Coordinate meetings for committee(s) and workgroups; schedule, attend and record minutes of meetings for committees.
* Ensure effective facilitation of work group and committee meetings and provide regular reports on group progress against goals and indicators.
* Coordinate research and other activities that fulfill goals with partners to minimize redundancies and to align strategies and actions.
* Work with Director of Community Partnerships to coordinate related projects and coalitions to maintain a full understanding of the current landscape of local and regional activities.
* Build and maintain relationships with community partners by developing a foundation of trust.
* Act as a neutral arbiter and help resolve disputes or disagreements in direction among workgroups and committees.

*Communications:*

* Communicate the objectives of initiatives to the community and potential partners through print, web and social media.
* Facilitate ongoing communications between initiative partners by hosting regular conference calls, in-person meetings, or coordinate regular email updates to ensure alignment of activity.
* Plan and manage logistics of, and attending, community events.
* Create or manage creation of board reports and yearly summary reports for internal and external audiences.
* Work with CHP staff to support an advocacy platform to inform specific audiences and build public will about the opioid epidemic.

*Development/Fundraising*

* Identify potential funding sources to support goals and priorities and prepare applications or coordinate work of a grant writer.
* Work with implementing agencies to provide information to support their grant applications.
* Coordinate grant management and reporting to funders as required.

*Data collection, analysis, and reporting:*

* Work with Director of Community Partnerships to develop and ensure all partners are aware of targets and indicators.
* Coordinate performance indicator refinement with workgroups and committees.
* Create or coordinate creation of summary reports.
* Develop a method to evaluate impact.

Performs other duties as assigned.

**Knowledge, Skills and Abilities**

* Strong interpersonal, analytical, organizational, and critical thinking skills
* Strong project management, community engagement, and facilitation skills
* Ability to communicate effectively both verbally and in writing
* Ability to research and analyze complex data and present it coherently to help define complex problems
* Ability to build effective relationships with co-workers and a range of stakeholders
* Ability to thrive in a fluid and entrepreneurial environment
* Flexibility and the ability to work autonomously, as well as take direction as needed
* Must have a working knowledge of MS Word, Excel, PowerPoint and Outlook, and other general office equipment

**Minimum Qualifications**

* Bachelor's Degree in Public Health, Public Administration, Sociology, Planning, Social Work, or a directly related field. *An equivalent combination of education, training and experience that demonstrates required knowledge, skills and abilities may be considered*
* A minimum of three (3) years of work experience, including one or more years of proven community engagement and coordination experience
* Excellent project management and facilitation skills
* Commitment to and general understanding of collective impact concepts
* Excellent interpersonal and communication skills (written and oral)
* Experience writing grant proposals
* Familiarity with the local area preferred

**Essential Job Functions Employee Must Be Able to Perform**

* Must be able to remain in a stationary position 50% of the time
* The person in this position needs to occasionally move about inside the office to access file cabinets, office machinery, etc.
* Using a computer and associated peripherals up to eight hours a day (keyboard, mouse, monitors, etc.)
* Operate a computer and other office productivity machinery, such as a calculator, copy machine, and computer printer
* Accessing and maintaining security of Personal Health Information (PHI)
* A background check will be required prior to start of employment
* You must be eligible to work in the United States and have access to reliable transportation

**LICENSES, CERTIFICATES, OR EQUIPMENT REQUIRED**  
This position may require the incumbent to occasionally use personal equipment (e.g. vehicle, cell phone, tools, etc.) in the course of their employment.

**Application Process**

* Interested candidates should submit a resume and cover letter by January 3rd, 2020 to [hr@ppchp.org](mailto:hr@ppchp.org). Please include cover letter and salary requirements.

**CHP IS AN EQUAL OPPORTUNITY EMPLOYER**