

Job Title	Project Manager
Employer/ Agency	Bay Area Council on Drugs and Alcohol (BACODA)
Job Description	<p>The Project Manager (PM) will play a large role with coalition grant activities. The position will be involved from start to finish with supporting coalitions in defining, planning, and implementing community projects across more than one County Coalition. The PM must be able to see projects through to the end in a seamless manner. The PM will ensure the link between grant deliverable requirements and community activities. The PM will work and interact with various decision makers in many capacities to create project plans. Communication with the Coalition Director, Coalition Coordinators and other project staff is vital. This person will not only create a logistical project plan but be responsible to ensure that the activities are carried out. This person will also provide clear procedures and guidance needed for others to carry out their role in the planned project activities.</p> <p>This role is home based but is expected to be engaged with the community and staff as needed to carry out duties. Familiarity with trauma resilience, substance abuse, stress reduction, nutrition, to the target population, community groups, populations at risk, other professionals, and the general public is preferred.</p>
Qualifications	<p>This role reports to the Coalition Director</p> <p>Specific Duties:</p> <ul style="list-style-type: none"> ▪ Supporting Coalition Coordinators by (including but not limited to): ▪ Creating and delivering presentations and other operational tools. ▪ Creating long- and short-term plans, including setting targets for milestones and adhering to deadlines ▪ Making effective decisions when presented with multiple options for how to progress with the project ▪ Serving as a point of contact for project planning and documentation ▪ Supporting Coalition Coordinators and project teams to keep the project aligned with required goals ▪ Performing quality control on the project throughout development to maintain the standards expected ▪ Adjusting schedules and targets on the project as needs or financing for the project change <p>Preferred Minimum Qualifications:</p> <ul style="list-style-type: none"> ▪ Knowledge of public health strategies ▪ Familiarity working in remote office and/or multiple locations ▪ Intermediate proficiency with Microsoft Office, Excel, Outlook, Visio, and Adobe Acrobat ▪ Strong organizational skills that reflect ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail ▪ Excellent written and verbal communication skills including facilitation ▪ Must be proficient in creating and delivering professional presentations and other operational tools

	<ul style="list-style-type: none"> ▪ Knowledge of proactive approaches to problem-solving with strong decision-making capabilities ▪ Highly resourceful team-player with the ability to also be extremely effective independently ▪ Proven ability to handle confidential information with discretion, be adaptable to various competing demands and demonstrate the highest level of customer/client service and response. ▪ Ability to achieve high performance goals and meet deadlines in a fast-paced environment
Employer/Agency	Bay Area Council on Drugs and Alcohol (BACODA)
Address	2947 E. Broadway Street, Ste 400
City, State, Zip	Pearland, Texas 77581
Contact Person	To submit resume or if you have questions regarding this position contact Sue Roberts at sue.roberts@bacoda.org . Must fill out application available at www.bacoda.org
Contact Title	COO/HR
Telephone Number	For more information, please contact Sue Roberts at 1-800-510-3111
Email Address	sue.roberts@bacoda.org
Application Method	https://www.bacoda.org/employment-opportunities
Opening Date	Immediate

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