

PROJECT ASSOCIATE JOB DESCRIPTION

Project Title: Consortium
Job Title(s): Project/Research Associate I
Area /Project: Consortium
FLSA Classification: Exempt
Reports to: Director

Minimum Qualifications: Bachelor's degree with at least 1 year of experience in project management. Prior experience with grants management including but not limited to data collection, and reporting. Interested in systems work related to the behavioral health and the behavioral health workforce. Specifically, innovative strategies to address shortages in the behavioral health workforce and health disparities. Some knowledge of public health models of addressing substance use and mental illness, recovery oriented systems of care and systems transformation is a plus. Willingness and ability to effectively communicate and interact with all levels of leadership. Excellent writing skills. Knowledge of Social Media and experience developing and managing on line communications such as webpages an e-newsletters. Flexibility/willingness to assist staff at times of high need or on time-sensitive projects.
Bilingual English/Spanish a PLUS

Key Functions and Responsibilities:

- Support project director in the project/research activities
- Conduct intermediate level research and reviews of the literature to collect data related to the Consortium's ongoing projects
- Collaborate with staff in writing major sections of papers and/or reports
- Management of data collection efforts in conjunction with research staff. Grant proposal writing
- Budget development
- Stakeholder outreach and networking
- Excellent written and verbal communication skills
- Event Planning

Project Management Tasks

- Use of Microsoft programs, including Word, PowerPoint, Outlook, Excel, and Publisher
- Basic Data Entry
- Formatting of documents, resources, and other materials
- Database management and organization/coordination of records and files
- Online scheduling and calendar management
- Ability to multi-task and work on multiple projects

Administrative Tasks

- Use of Outlook and other tools to schedule internal and external meetings
- Collaborate with other staff in creating tools to capture specific outcomes
- Maintaining accurate records of outcomes and other activities
- Liaison with other divisional administrative staff

Additional qualifications

Individuals with a lived experience with the behavioral health system are encouraged to apply.

Hours: (full-time, specific times required to be in the office):