

Do you enjoy making a difference and helping others? Community Advocates' mission is to provide individuals and families in need with advocacy and services that meet their basic needs so that they may live in dignity. Join our team and make a positive difference in your community!

Position Summary

We are seeking a Public Policy Manager who will primarily be responsible for managing multiple substance use prevention projects and staff coordinating the projects while supporting the strategic direction and mission of the agency and division. This includes oversight of all program planning, operations, implementation, reporting, evaluation and staff supervision.

Essential Duties and Responsibilities:

- Oversee the day-to-day delivery of operations of prevention programs to maintain or improve quality and meet funding outcomes
- Coordinate the planning, implementation and evaluation of programs
- Initiate, investigate and relay new program ideas, best practices and funding sources
- Align individual project work plans, which incorporate goals and objectives, to maximize reach and ensure resources are utilized most efficiently
- Develop systems to track progress to work plans and outreach events
- Create, monitor and incentivize success to reaching overall goals for prevention programming
- Maintain grants management calendar ensuring adherence to grant requirements across all programs and funded projects
- Maintain and disseminate Prevention Services Calendar of meetings, trainings and outreach events
- Ensure staff coverage at external meetings critical to our work and partnerships
- Ensure that personnel, client, donor and/or partner files are securely stored and privacy/confidentiality is maintained
- Communicate with partners stakeholders to keep them informed of program work and outcomes
- Establish good working relationships and collaborative arrangements with community partners and other organizations to help achieve program goals
- Work with Deputy Director to prepare and monitor program budgets

Schedule

- Monday through Friday-- 9:00am to 5:00pm
- Occasional evening and/or weekend hours may also be required

Education/Experience Requirements

- Bachelor's degree's, human services major preferred, but not required
- 3+ years of leadership and management experience
- 3+ years' of experience working in public health and/or substance abuse prevention
- 3+ years' supervising multiple projects and/or staff (in a public health/human service setting is preferred)
- 2+ years' experience building coalitions and program management.
- 1+ years of experience working with funders

- Training experience

Qualifications/Skills Requirements

- Strong verbal and written communication skills
- Advanced presentation and facilitation skills
- Superb organizational and time management skills
- Ability to maintain confidentiality of written and verbal information
- Ability to leverage relationships with community leaders and local government officials
- Strong knowledge of substance use prevention and mental health wellness best practices

Salary: \$55,000- \$65,000 annually