

**Job Description: MAT Expansion Project Manager, Healthy Acadia**

**Position Summary:** Reporting to the Executive Director, the Project Manager (PM) will oversee the daily functions and coordination of activities that support a three-year Medication Assisted Treatment Expansion Project in Downeast Maine, funded by the Substance Abuse and Mental Health Services Administration (SAMHSA). The project is led by Healthy Acadia in collaboration with the Downeast Substance Treatment Network.

**Responsibilities:** The PM will coordinate with partner agencies, develop materials, organize needed trainings, provide logistical support for monthly meetings, support Network members and sub-awardees as they implement their roles, and direct overall project communications for the SAMHSA MAT project. The PM will serve as the point person for daily functions, support project staff in both Washington and Hancock counties and facilitate collaborative participation among Network partners. The PM will assume responsibility for ensuring that all project reports and documentation are submitted in a timely fashion, and that any necessary staffing, financial or other adjustments are made to align the developing project with the broader outcome goals.

**Qualifications and Experience Desired:**

- Project management of chronic disease and substance misuse prevention programs, policy and environmental strategies for community change, health and social service systems, and population approaches to public health improvement.
- Team player able to elevate the success of colleagues and community.
- Ability to manage and disseminate information effectively to a wide variety of audiences.
- Strong communication skills: ability to listen well, write and speak effectively.
- Highly self-motivated, ability to work independently from office or in the community.
- Highly organized with ability to work on multiple projects concurrently; set and keep deadlines; regularly prioritize work and follow own plan of work.
- Warm, personable and approachable. Ability to work with diverse people, build and maintain strong working relationships with diverse partner organizations.
- Ability to exercise good judgment in the face of competing priorities, agendas, and partner sensitivities.
- Grant-writing experience; ability to pursue funding opportunities to leverage and maintain success of the grant initiatives.
- Master's Degree in Public Health or equivalent experience.

This is a 40 hour/week position with competitive salary & benefits. Regular vehicle travel throughout Hancock and Washington County required. Healthy Acadia is 501c3 charitable community health organization. Please send a cover letter, resume and three professional references, in a single document, to: [jobs@healthyacadia.org](mailto:jobs@healthyacadia.org). Application deadline is November 2, 2018 or until suitable candidate is found.