



Immediate Job Opening: RecoveryCorps 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 the new Maine RecoveryCorps AmeriCorps Project. Maine RecoveryCorps expands recovery coaching by training and supporting 30 or more individuals to become full-time or part-time coaches through the structure of AmeriCorps, including high quality professional training and ongoing programmatic support. Organizations throughout Aroostook, Hancock, Kennebec, Knox, Penobscot, Piscataquis, Waldo, and Washington counties have the opportunity to become “service sites” to host one or more RecoveryCorps AmeriCorps coaches, who will serve the clients/community members of the service site. Service sites can include healthcare sites, law enforcement sites, correctional facilities, community organizations, and others. Through their service, RecoveryCorps coaches will support individuals at various points along on the recovery path and in various settings, including in the community, at healthcare sites, in jail, in treatment programs, and more.

Responsibilities: The Project Manager will recruit and coordinate service sites who will host RecoveryCorps AmeriCorps Service Members; recruit and coordinate RecoveryCorps service members; organize trainings and ongoing technical assistance for service sites and members; support partners and members as they implement their roles; and direct overall project communications for the Maine RecoveryCorps project. 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 project with the broader outcome goals.

Qualifications and Experience Desired:

- Project and grant management experience, particularly management of an AmeriCorps program, or similar project.
- Familiarity with substance use disorder and recovery; support for all pathways to recovery.
- 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.
- Master’s Degree in relevant field or equivalent experience.

This is a 40 hour/week position with competitive salary & benefits; based in Ellsworth or Machias. Occasional vehicle travel across northern/central Maine. Healthy Acadia is a 501c3 charitable community health organization. Please send a cover letter, resume and three professional references, in a single document, to: jobs@healthyacadia.org. Applications will be reviewed immediately and on a rolling basis through January 11, 2019 or until a suitable candidate is found.