

## Project Director, Drug Deactivation Products Job Posting

The Project Director, Drug Deactivation Products, (PDDDP) will join a team of passionate professionals. The PDDDP provides high-level administrative coordination, implementation, and management of the community-level distribution of products that reduce the risk of opioid misuse, community partners management, project budget management, data collection, reporting and training and technical assistance for community partners.

The ideal candidate for this position is an innovative, enthusiastic professional who communicates effectively with a wide range of partners and stakeholders.

This is a 37.5 hour full-time, exempt-level, Connecticut-based, benefits eligible position. Travel/remote work within CT, 50% primarily during the business day. Some nights, weekends, and out-of-state may be required. ***Travel will be based on CDC guidelines.***

***This is a hybrid position, which will require attendance in our East Hartford, CT office***

***A cover letter with your resume is required for consideration***

### ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Develop and launch a drug deactivation project campaign that supports youth and families to reduce the risks of drug overdose through unused medications.
2. Manage coalition efforts, developing and maintaining relationships and serving as a liaison with partners, funders, and other key stakeholders at the local, state, and national levels
3. Subcontractor Management, Budgeting, and Reporting: Works with community subcontractors (mentoring and prevention providers) to facilitate and monitor program outcomes, budgets, data collection, and funder reporting. Facilitates meetings as required by the funder(s).
4. Identify and integrate environmental strategies for organizational priorities in areas of youth substance use

### ADVANCED KNOWLEDGE AND SKILLS

- **Customer and Community Service** - Knowledge of principles and processes for providing customer and community services. This includes customer/community needs assessment, meeting quality standards for services, and evaluation of customer/community satisfaction.
- **Administration and Management** - Knowledge of business and management principles involved in strategic planning, resource allocation, grants management, leadership, and coordination of people and resources.
- **Clerical** - Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, and other office procedures and terminology.
- **Education and Training** - Knowledge of principles and methods for curriculum and training design, teaching and instruction for adult individuals and groups, and the measurement of training effects.

- **Critical Thinking-** Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- **Learning Strategies-** Selecting and using training/instructional methods and procedures appropriate for the situation when learning or teaching new things.
- **Monitoring-** Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.
- **Writing-** Communicating effectively in writing as appropriate for the needs of the audience.
- **Complex Problem Solving-** Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.
- **Judgment and Decision Making-** Considering the relative costs and benefits of potential actions to choose the most appropriate one.
- **Systems Analysis-** Determining how a system should work and how changes in conditions, operations, and the environment will affect outcomes.
- **Systems Evaluation-** Identifying measures or indicators of system performance and the actions needed to improve or correct performance, relative to the goals of the system.

#### **MINIMUM QUALIFICATIONS**

- Master's Degree in Public Health, Social Work, Public Administration, Education, or a related field required.
- Minimum of seven years of experience in prevention, education, grant/project management, community coalition building, and/or collective impact work.
- Proactive, self-starter, strong attention to detail, and ability to follow through on multiple tasks in a fast-paced environment.
- Proficiency with data management and technology applications.
- Personal qualities of integrity, credibility, and a commitment to The Governor's Prevention Partnership's mission and core operating principles.
- Must have transportation and a valid Connecticut driver's license for travel throughout Connecticut
- CPS certification preferred
- Full COVID-19 vaccination required
- Must be able to travel 50% of the time, and attend meetings, conferences, and other events during normal business hours, and occasionally during evening and weekend hours.

**Salary Range: \$83,000 - \$90,000**

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**Closing Date: February 10, 2023**

**Reference posting ID #PDDDP23: [HumanResources@PreventionWorksCT.org](mailto:HumanResources@PreventionWorksCT.org)**