

Project Manager – Mentoring/Prevention Program Providers Job Posting

Are you a talented, experienced non-profit Project Manager in a community- based setting? The Governor's Prevention Partnership is seeking a Project Manager to join a team of passionate professionals. You will oversee The Partnership's contract(s) with the Office of Juvenile Justice and Delinquency Prevention to serve youth with effective mentoring services. You will manage all aspects of fiduciary relationships with contracting agencies in developing, managing, and facilitating training and technical assistance, while also building relationships with local organizations providing services for the grant(s). You will spend up to 75% of the time in the field, on-site with local mentoring and prevention programs, to develop and strengthen program practices and to ensure that all deliverables and outcomes are met.

The ideal candidate for this position is an innovative, enthusiastic professional who communicates effectively with a wide range of partners and stakeholders and aligns with the organization's core [values](#).

This is a 37.5 hour full-time, Connecticut-based, benefits eligible position. The Partnership is a flexible workplace with generous paid time off. Travel is statewide within CT, primarily during the business day. Some nights, weekends, and out-of-state may be required. Travel will be based on CDC guidelines to community sites, meetings, schools, conferences and trainings both in and out-of-state. This position will start fully remote and the office will become hybrid in Fall 2022

A cover letter with your resume is required for consideration.

ESSENTIAL FUNCTIONS:

1. **Subcontractor Management, Budgeting, and Reporting** – Works with community subcontractors (mentoring and prevention providers) to build and monitor program outcomes, budgets, data collection, and funder reporting.
2. **Builds and maintains positive, professional relationships** with OJJDP, targeted implementation communities and schools, probation officers, referral sources, and subcontractor mentoring and prevention programs by conducting and coordinating site visits to ensure outcomes.
3. **Develop and implement methodologies, resources, and training programs** on appropriate mentoring quality standards and youth development as it pertains to positive youth/adult relationships for youth ages 12-18 that support and guide youth practitioners, referral sources, and engage families.

KNOWLEDGE AND SKILLS:

1. Broad knowledge and experience in prevention, public health, and/or youth development and programming and the development and administration of ongoing program quality improvement.
2. Identifies all required components to achieve goals, objectives or results.
3. Capable of changing or adjusting to meet particular or varied needs.
4. Respects team members and their individual perspectives.
5. Makes team objectives a priority.
6. Works toward consensus when team decisions are required.
7. Strong knowledge of the nonprofit and business environment.
8. Demonstrated ability to oversee and manage multiple projects simultaneously and provide expertise and guidance in a timely fashion.
9. Proactive, self-starting, and strong attention to detail, ability to follow through on multiple tasks in a fast-paced environment.
10. Demonstrated ability to manage a team.
11. Proficiency in data management and technology applications.
12. Skills in public presentation.
13. Knowledge working with grants and associated software.
14. Adaptability to technology including new software and virtual meeting tools.

MINIMUM QUALIFICATIONS:

1. Master's degree in political science, MPS, MSW, MPH or related field preferred, or equivalent professional experience.
2. Five years of experience in youth development and/or prevention.
3. 5-7 years of community-based mentoring experience required.
4. Five years of experience with collective impact groups, coalitions, or community youth development roundtables.
5. MS Office experience required.
6. Must have transportation and a valid Connecticut driver's license for travel throughout Connecticut.
7. Must be available to travel and attend meetings, conferences, and other events during normal business hours, and occasionally during evening and weekend hours.
8. Proof of COVID vaccination required.

TRAVEL:

This position requires travel within CT. 75% of time spent is in the field, including remote and in-person.

Salary range: \$65,000-\$75,000

Closing Date: *Monday, May 16, 2022*

(reference **posting id#ProjMgrMent**) to: Humanresources@preventionworksct.org