

## Job Description

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**Job Title:** Project Director

**Reports to:** GLFHC CEO, MHM Board of Directors

**Department:** Regional Center for Healthy Communities

**Job Responsibilities:**

- Hires, supervises and trains the Project Coordinator;
- Oversees and manages the budget for the project;
- Ensures and oversees that the Project Coordinator implements the program;
- Oversees all contracts on the project;
- Assist the Project Coordinator in conceptualizing work-plans and grants proposal; providing input for progress reports;
- Attends national meetings and conferences and appropriate workshops and trainings;
- Assists in placement of interns;
- Assist the Project Coordinator in the development of the coalition;
- Assist in Team-Building activities with Team TADD;
- Active members of the Youth Substance Abuse Prevention Task Force and ex officio member of the Board of Directors.
- Maintains communication with all team members working within or with the coalition.

**Qualifications:**

Masters in Public Health or related field. At least 10 years management work in public or community health. Strong understanding of: coalition work, community health, and diversity issues. Skilled in the areas of: community change models, healthy communities frameworks, program development, group facilitation, needs assessments, project management, evaluation, and providing professional development and training. Professional qualities should include: highly motivated, open to change, self starter, innovative, well organized, problem solver, strong computer skills, and team player and have a solid working knowledge of prevention frameworks.