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| **Organizational Profile** | Mission: “North Country Health Consortium leads innovative collaboration to improve the health status of the region.” The North Country Health Consortium (NCHC) is a rural health network, created in 1997, as a vehicle for addressing  common issues through collaboration among health and human service providers in Norther New Hampshire. | | |
| **Job Title:** | Program Manager | | |
| **Program Area:** | Prevention/SUD | **Shift: (if applicable)** | Day, Occasional  evenings/weekends |
| **Primary Location:** | [1] Day/Littleton [4] Remote | **Travel Required:** | Local/Regional |
| **Employment Status** | [X] Fulltime [ ] Part-  Time  [X] Salaried/Exempt  [ ] Hourly/Non-Exempt | **Employment Type:** | [X] Employee [ ] Internship  [ ] other: |
| **Supervisory duties:** | [ ] yes [X] No | **Reports to:** | Project Director |
| **Job description:** November 2024 | | | |

# Essential Functions

**Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.**

The Program Manager is responsible for a variety of administrative, logistical, and customer service tasks that support the daily functions of the NC COPES program and community-based initiatives.

# Programmatic responsibilities:

* Oversee all administrative tasks, ensuring they are completed on time.
* Organize and train the Leadership committee and NC COPES members.
* Design a survey for prevention providers and conduct listening sessions in targeted communities.
* Manage community climate projects and Positive Youth Development initiatives and events.
* Foster an inclusive environment within the North Country by supporting diversity, equity, and inclusion initiatives within team projects and collaborations.
* Offer support for outreach, communications, and community engagement efforts related to program and processes.
* Assist applicants, external partners, and committees by scheduling and participating in both internal and external meetings.
* Develop and submit strategic plans.
* Engage with Prevention Technology Transfer Center (PTTC).
* Aid the Data Analyst in gathering, summarizing, and presenting program data.
* Maintain and adhere to grantmaking procedures while effectively supporting workflows, program evaluations and development

# Training and Development:

* Participate in in-service and other continuing education.
* Maintain core job competencies for effective performance of duties.

# Accountability and Documentation:

* Completes other documentation (e.g., work attendance records, vacation requests, travel vouchers, etc.) according to NCHC’s policies.
* Adheres to policies and procedures; handles confidential information and works as a team member.

# Work Environment

Physical activity demands include regular requirements for standing, walking, lifting objects up to 25 pounds, and ability to use hands to control objects such as keyboards and telephones. Prolonged periods of sitting or standing at a desk and working on a computer. The position does not normally involve exposure to biohazards or other materials for which universal safety precautions apply. Reliable transportation to

perform essential functions of the job and proof of automobile insurance coverage, per NCHC policy.

# Special Qualifications

The North Country Health Consortium is a public health organization and, as such, employees are

considered “essential employees” in circumstances when a state or federal “state of emergency” has been declared. Employees may be temporarily re-assigned or required to participate in public health activities in the community, as needed.

# Required Education and Experience

* Three years or more experience providing substance use and/or mental health prevention activities.
* Analytical organizational and oral/written presentation skills.
* Working knowledge of standard computer software programs and standard office equipment.

**EOE Statement**

**The North Country Health Consortium provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability, status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristics protected by**

**federal, state, or local laws.**

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| **Signatures:** This job description has been approved by the following individuals. | |
| **Manager:** | **Date:** |

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| **Executive Director:** | **Date:** |
| **Employees signature below indicates the employee’s understanding of the requirements, essential functions, and duties of the position.** | |
| **Employee:** | **Date:** |