



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 Northern New Hampshire.		
Job Title:	Project Manager		
Program Area:	Prevention/SUD	Shift: (if applicable)	Day, Occasional evenings/weekends
Primary Location:	<input type="checkbox"/> Day/Littleton <input type="checkbox"/> Remote	Travel Required:	Local/Regional
Employment Status	<input checked="" type="checkbox"/> Fulltime <input type="checkbox"/> Part-Time <input checked="" type="checkbox"/> Salaried/Exempt <input type="checkbox"/> Hourly/Non-Exempt	Employment Type:	<input checked="" type="checkbox"/> Employee <input type="checkbox"/> Internship <input type="checkbox"/> other: _____
Supervisory duties:	<input type="checkbox"/> yes <input checked="" type="checkbox"/> No	Reports to:	Project Director
Job description: October 2024			

Essential Functions

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

The Project 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, YLTA initiatives, and the UP Conference.
- 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.

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



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