



The Center for Applied Research Solutions (CARS) is a small California 501(c)(3) nonprofit dedicated to holistic health equity: in our education systems, public health services, and mental and behavioral health access. In all our work, our mission is to foster safe, healthy, and engaged people and communities.

We work to develop and promote organizational, leadership, and workforce capacity to effectively adopt, implement, and sustain changes in policy and practice so that the various fields in which we work improve systemically and structurally. Our team is committed to improving individual and community health and wellness through evidence-based and culturally responsive practices that address complex social problems and reduce health disparities. We promote authentic community engagement, elevation of cultural expertise, and the use of community-defined effective practices. Our clients range from federal government agencies, statewide agencies, local education agencies and districts, and many more.

Our projects are fast-paced and team-run. Our organization is relationship-based and competency-driven with team members striving to produce timely, relevant, and high-quality learning experiences and services.

Position Title: School Mental Health Projects Manager

Reports To: Project Director(s), Executive Director

FTE/Classification: 1.0 FTE, Exempt

Location: This position is open to remote candidates with preference to candidates based in California.

General Description: The School Mental Health Projects Manager position is an integral role stewarding our school mental health body of work. The School Mental Health Projects Manager provides management oversight, coordinates grant deliverables, and ensures that projects are meeting the needs of the staff, the funders, partners, and the field. This is a cross-project position working primarily on two projects housed at CARS: a federally funded regional initiative and a national school mental health initiative. The regional project serves the school mental health workforces of Arizona, California, Hawaii, Nevada, and the Pacific territories by providing technical assistance on evidence – based and community-defined practices in schools, school mental health quality indicators, and systems change. The national initiative is a project funded by SAMHSA and coordinated through the National Child Traumatic Stress Network and focuses on school recovery and renewal following crisis.

Responsibilities include tracking deliverables and timelines to ensure successful completion of scope of work; managing resource development and dissemination; centralizing communications across project team members; and fostering relationships with the field, funders, and other potential partner organizations. The SMH PM will have management responsibilities across multiple projects and deliverables; provide leadership on event planning and execution; lead the development of standards and protocols to identify, track, and assess services across projects; coordinate calls and meetings; and more.

ESSENTIAL FUNCTIONS

- Field requests for technical assistance (training, consultation, etc.) and coordinate with project team members
- Identify and outreach to potential partners, consultants, and contractors to deliver services
- Negotiate contracts with project consultants including fees and scope of work
- Review and approve service assignments to ensure appropriate fit with scope of work

- Recruit, onboard, and manage consultants and project partners
- Coordinate and manage multiple projects and deliverables, including development of tasks, subtasks, and project timelines
- Coordinate development of products, including conceptualization, staffing, and adherence to project timelines
- Evaluate service quality and follow-up as needed
- Maintain data management systems for reporting
- Coordinate and complete monthly reports
- Design, plan and provide trainings on a range of topics relevant to school mental health; using different delivery methods including webinars, in-person training, and pertinent to the targeted audiences;
- Plan and coordinate virtual and onsite trainings and regional events; coordinate onsite activities as appropriate
- Travel and attendance at relevant trainings, conferences, and meetings (as needed)
- Ensure that all SMH project deliverables are met and exceeded wherever possible
- Assist with special organizational projects (as needed)

REQUIRED COMPETENCIES (Knowledge, Skills, Abilities)

- Ability to anticipate needs, exercise good judgment and thinking critically to proactively problem-solve in a fast-paced environment with minimal supervision
- Knowledge and understanding of project management, including coaching and performance management
- Demonstrated project planning and process improvement
- Advanced problem-solving and solution finding skills
- Able to produce quality work with strict deadlines
- Well-versed in Microsoft Office applications; Google docs; Adobe; PowerPoint; Excel; Mail Merge
- Familiarity with project management software (e.g. SmartSheet), web-based CRM technologies (e.g. Bitrix), and online marketing campaign software (Constant Contact)
- Strong verbal and interpersonal communication skills
- Attention to detail and excellent follow-through
- Proactive initiation of tasks and ability to work independently and as part of a collaborative team
- Ability to work effectively with diverse groups in a variety of settings
- Proficiency with distance learning systems: creating, formulating, and hosting distance learning events (e.g. Adobe Connect, Zoom, and other platforms)

MINIMUM QUALIFICATIONS

- Demonstrated commitment to creating and cultivating trauma-informed, healing-centered, and anti-racist programs (external), on team and organizational cultures (internal).
- Bachelor's degree required; Advanced degree in social work, education, or related field preferred
- Minimum 5 years related experience
- Experience with school contexts and grant management
- Embodies humor, patience, commitment to continuous learning, creativity and innovation
- Ability to travel (after state shelter-in-place orders are lifted)

PLUSES

- Graphic design skills
- Social media proficiency (Twitter, Facebook, Instagram)
- Familiarity with government (federal) and or school systems
- Writing, editing, and copyediting experience
- Learning management and online course development expertise

CARS offers a small business environment and an excellent benefit package. CARS provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. We strongly encourage and seek applications from people of color, including bilingual and bi-cultural individuals, as well as members of the lesbian, gay, bisexual and transgender communities.

Salary range: \$75-90,000.00 annually.

To Apply: Submit a current resume and cover letter explaining your interest in the position. All materials should be sent electronically to carsinfo@cars-rp.org. No phone calls please. Please submit application materials by **July 24th**. Initial phone interviews will be scheduled late July with the desire to hire by mid to late August.

Thank you in advance for your interest; we hope this finds you accessing wellness.