



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 staff are interdisciplinary, diverse, passionate, and creative. Our projects are dynamic 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 to impact the field.

Position Title: [Senior] School Mental Health Project Manager

Level: Senior

Reports To: Project Director (supervisor) FTE/Classification: 1.0 FTE, Exempt

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

General Description: The School Mental Health Project Manager position is an integral role stewarding our agency's school mental health portfolio. The School Mental Health Project 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 position currently fully supports the School Crisis Recovery & Renewal project, a national initiative is a project funded by SAMHSA and coordinated through the National Child Traumatic Stress Network. It is a national project entering its third year.

The school mental health project manager may also be accessed to support other projects at CARS depending on whole organizational need.

The position liaises between an internal team and subcontractors; the ability to navigate partnerships and work relationships internally and externally is key. CARS is a small, fully remote organization; the position also has access to learning from peer project managers, attending programming across the organization to engage in dynamic learning, and much more.

Responsibilities for this position include detail-oriented tracking of programs, 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 has management responsibilities across multiple deliverables; providing leadership on event planning and execution; leading the development of standards and protocols to identify, track, and assessing services across projects;

coordinating calls and meetings; and more.

ESSENTIAL FUNCTIONS

- Coordinate and manage multiple deliverables, including development of tasks, subtasks, and project timelines
- Coordinate development of products, including conceptualization, staffing, and adherence to project timelines
- Field requests for technical assistance (training, consultation, etc.) and coordinate with project team members
- Manage 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
- Design, plan, market and promote 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
- Ensure that all project deliverables are met and exceeded wherever possible
- Assist with special organizational projects (as needed)
- Creating newsletters and sending test emails in Constant Contact; work with the CARS developer to maintain the SCRR website
- Write and submit monthly internal reports that narrative quantitative and qualitative milestones and challenges of programming delivered including progress towards annual goals
- Ensure evaluator and project coordinator have relevant information for maintaining the project's database and systems for monthly and annual reporting and coordinate reporting with project director

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
- Advanced knowledge in project evaluation and data collection protocol
- 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 (Excel, PowerPoint, Microsoft Office, Microsoft Teams) & the Google workspace
- 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

- Demonstrated experience with online event management including creating and hosting online events using Zoom

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 5-7 years related experience; project coordination or management for state and/or federally funded projects (e.g., Departments of Behavior Health, SAMHSA, NIH, CDC, HRSA) highly preferred
- Experience with school contexts and grant management
- Embodies humor, patience, commitment to continuous learning, creativity, and innovation
- Ability to travel (can be negotiated as needed)

PLUSES

- Graphic design skills (Canva!)
- Website management
- Social media proficiency (Twitter, Facebook, Instagram)
- Familiarity with government (federal) funded technical assistance centers and/or federal or state funded grant projects
- Writing, editing, and copyediting experience
- Familiarity with accessibility needs to ensure our programming is equitable
- Client and learning management / online course development expertise
- Knowledge of school cultures, healing-centered school movements; the know-how of the field to identify and outreach to potential partners, consultants, and contractors to deliver services

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: \$90,000.00-\$105,000.00 annually.

To Apply: Submit a current resume and cover letter explaining your interest in the position. All materials should be sent electronically to carshr@cars-rp.org. No phone calls please.

Please submit application materials by September 16th. Initial phone interviews will be scheduled by early October with the desire to hire by November 2022. The first round is the initial phone or Zoom interview with the project director, the second round is a video interview with SCRR project colleagues, and the third round is with the executive director. "If this post is still up, please apply!"

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