

Prevention Action Alliance

Lifetime Prevention | Lifetime Wellness

**6171 Huntley Road, Suite G
Columbus, OH 43229
Job Description**

Job Title: Project Manager

Reports To: Assistant Executive Director

FLSA Status: Exempt

Summary: Responsible for managing various projects by assessing the needs, planning, budgeting, implementing, evaluating, and completing all required reporting for the projects by performing the following duties.

Duties and Responsibilities include the following. Other duties may be assigned.

1. Identifies goals and assists with the development and implementation of projects.*
2. Coordinates trainings.*
3. Develops new strategies, services, and resources which help to develop and sustain projects and grants.*
4. Provides technical assistance as needed through site visits, phone support, electronic communications, and website resources.*
5. Promotes Project initiatives.*
6. Coordinates prevention efforts with various entities.*
7. Provides leadership and support to entire staff.*
8. Creates reports and maintains accurate records.*
9. Assists in representing the agency at various local, state, and national events as needed.*
10. Assists with other prevention projects and agency promotion as needed.*
11. Performs other duties as assigned.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Language Ability:

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or boards of directors.

Math Ability:

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

Reasoning Ability:

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Computer Skills:

To perform this job successfully, an individual should have knowledge of Microsoft Word, Microsoft Excel, and mass email software.

Education/Experience:

Bachelor's degree (B. A. / B. S.) from four-year college or university; or two to four years related experience and/or training; or equivalent combination of education and experience.

Certificates and Licenses:

Ohio Certified Prevention Specialist or in the process of obtaining certification

Knowledge, Skills and Other Abilities:

- Drug-free workplace
- Excellent customer service skills
- Professionalism
- Excellent written and oral communication skills
- Multi-tasking skills
- Strong leadership skills
- Ability to travel within the state or out of the state on occasion
- Flexible schedule may include weekends on occasion

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, use hands, and talk or hear.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

Benefits:

- 9.5 Holidays a year
- 15 PTO days first year
- Bereavement Leave
- Medical Insurance
- 403(b) Qualified Retirement Plan
- Professional Development
- Company paid life insurance
- Flexible Spending Account (FSA) employee option
- Working Advantage Discount Program
- Aflac supplement insurance employee option

Salary:

- Competitive pay range and negotiable