



The Center for Applied Research Solutions (CARS) is a small California 501(c)(3) nonprofit dedicated to building capacity of the behavioral and public health field by promoting evidence-based practice and workforce development.

CARS provides training, consultation, and resources for professional development to major initiatives in mental health, substance abuse, stigma reduction, and suicide prevention. Our services support effective programs, policies, and practices at national, state, county, and local agencies, such as in state departments, county administrations, and higher education systems. 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 support authentic community engagement, elevation of cultural expertise, and the use of community-defined effective practices. We integrate youth, family, and lived-experiences voices into service development, delivery, and leadership. In all our work, our mission is to foster safe, healthy, and engaged persons and communities.

Position Title: Project Coordinator

Reports To: Project Manager, Associate Executive Director

FTE: 1.0 FTE

Location: Remote

General Description: The Project Coordinator is responsible for assisting with project coordination across multiple new and existing statewide and federally-funded initiatives. The goal of the initiatives are to provide TTA to mental health practitioners to adopt and effectively implement evidence-based practices across the mental health continuum of care.

Working in a team environment, the Project Coordinator will be a key team member in tracking and preparing information critical for project reporting and quality control. This position will coordinate directly with Project Managers to ensure project deliverables are processed and tracked on an ongoing basis, including training and distance learning events, consultation services, and materials and products. This position will work directly with internal team members and external partners to ensure all materials and information are present to meet project timelines.

ESSENTIAL FUNCTIONS

- Provide support planning and scheduling meetings in collaboration with Project Managers; take and record detailed meeting notes.

- Collect and enter project data using Excel and SmartSheet for project evaluations.
- Generate and compile information needed for monthly reports.
- Process and track all project-related paperwork; ensure all needed materials are current and properly filed and stored.
- Take the lead coordinating logistics for project trainings and events with requestors and subject matter experts; assist with event data collection including sign in sheets and evaluations.
- Monitor distance learning sessions and assist with technology management as appropriate.
- Strategize with Project Manager when needed.
- Track and analyze project risks and recommend improvements.
- Other duties as assigned.

REQUIRED COMPETENCIES (Knowledge, Skills, Abilities)

The requirements listed below are representative of the knowledge, skills, and abilities required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

- Previous experience in an administrative role, including planning and schedule management.
- Strong communication skills and experience working as part of a team.
- Excellent analytical and problem-solving abilities.
- Excellent organization skills and attention to detail.
- Superior computer skills; well-versed in Microsoft Office Suite applications; Google Docs; Adobe; PowerPoint; Excel; Mail Merge. Experience with SmartSheet a plus.
- Experience with virtual platforms including Zoom, Adobe Connect, and Microsoft Teams a plus.
- Ability to work effectively under pressure.
- Flexible and able to multitask on several different aspects of a project or on multiple projects.
- Ability to produce quality work with strict deadlines.
- Ability to multi-task and excel in a rapidly changing environment.
- Work comfortably in diverse communities and demonstrate high levels of cultural and linguistic competence. Promote services and resources to diverse audiences.
- Experience with survey monkey and other data collection systems a plus.

MINIMUM QUALIFICATIONS

- Bachelor's degree preferred.
- Minimum 2 years related experience.

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: \$50,000-\$59,000 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 . Position will remain open until filled. No phone calls please. Thank you in advance for your interest.