



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 Manager

Reports To: Project Director, Associate Executive Director

FTE: 1.0 FTE

Location: Remote

General Description: The Project Manager provides management oversight across several federal and state contracted initiatives. Responsibilities include tracking deliverables and timelines to ensure successful completion of scope of work; managing resource development and dissemination; centralizing communications across remote project team members; and fostering relationships with the field, funders, and other potential partner organizations. This individual 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.

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.
- 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.
- 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).
- Other duties as assigned.

REQUIRED COMPETENCIES (Knowledge, Skills, Abilities)

- Knowledge and understanding of project management, including coaching and performance management.
- Knowledge of project planning and process improvement.
- Advanced problem-solving skills.
- Able to produce quality work with strict deadlines.
- Excellent computer skills. Well-versed in Microsoft Office applications; Google docs; Adobe; PowerPoint; Excel; Mail Merge.
- Experience planning virtual trainings, meetings, and events; familiarity with virtual platforms including Adobe Connect, Zoom, Microsoft Teams.
- Familiarity with project management software (e.g. SmartSheet), communication platforms (Microsoft Teams, Slack, etc.), 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.
- Familiarity with government systems desired.
- Work comfortably in diverse communities and demonstrate high levels of cultural and linguistic competence. Promote services and resources to diverse audiences.

MINIMUM QUALIFICATIONS

- Bachelor's degree required, Master's degree in related field preferred.
- Minimum 5 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: \$70,000-\$85,000.00 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. This position will stay open until filled. No phone calls please. Thank you in advance for your interest.