



Position Title: Senior Research Associate/Associate Project Director

Reports To: Project Director, Associate Executive Director

FTE: 1.0, Full-Time, Exempt Position

Location: This is a remote position. California-based candidates are encouraged to apply due to service location.

The Center for Applied Research Solutions (CARS) is a 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 and substance abuse. Our services support effective programs, policies, and practices at national, state, county, and local agencies, such as in state departments, and county administrations. 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 Description: The Associate Project Director will work collaboratively with the Project Director to support oversight and successful implementation of a California-based statewide initiative that builds workforce capacity of the substance abuse prevention field. This project provides consultation and training supports to promote implementation of evidence-based, culturally responsive, sustainable prevention interventions. Priority project audiences include county prevention departments, community based-organizations, schools, and other groups delivering prevention services.

The Associate Project Director will provide direction for all project activities and requirements, including vision, leadership, and coordination of project deliverables. This individual will take the lead in identifying key areas for project priorities and field needs in collaboration with project funders and team members; provide guidance on field requests for technical assistance and identify relevant, timely field topics to be translated to trainings, products, and resources; deliver content-related trainings and consultation as appropriate; lead and facilitate meetings with the field. This position is responsible for oversight of monthly reporting requirements and communication with the funder. This position will bring their content expertise to other CARS initiatives as time allows and opportunities arise.

ESSENTIAL FUNCTIONS

- Provide guidance and direction for project priorities including emerging topics, needs, and research relevant for the substance abuse prevention workforce
- Lead and facilitate internal and external meetings

- Serve as point of contact for project funder
- Coordinate delivery of project services in collaboration with team members; assess project outcomes and activities for process improvement
- Moderate and facilitate field meetings with prevention workforce, stakeholders, and partners
- Build relationships with County Behavioral Health departments, community-based organizations, schools, and other prevention partners
- Assist with identification of subject matter experts, trainers, and consultants to provide consultation and training supports
- Attend state and national conferences and share out findings with funder and field
- Engage and support other CARS projects as needed
- Travel to provide onsite TA services and to attend meetings as needed
- 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.

- Knowledge and understanding of the California prevention landscape
- Knowledge and understanding of foundational prevention concepts including the Strategic Prevention Framework (SPF), risk and protective factors, evidence-based prevention strategies and interventions
- Knowledge and understanding of the social determinants of health (SDOH), health equity, and the relationship to substance use
- Commitment to diversity, equity, and inclusion, and ability to bring anti-racism lens to program development and outcome evaluation
- Excellent verbal, written, and interpersonal communication skills, including presentation, facilitation, and writing skills
- Demonstrated ability to work effectively with diverse and multi-cultural stakeholders and communities
- Experience with implementation of substance abuse prevention activities a plus

MINIMUM QUALIFICATIONS

- Advanced degree or postgraduate training or equivalent experience required
- California Prevention Specialist Certification a plus
- Minimum 5 years' experience in the substance abuse prevention field

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 Veterans and people who identify as lesbian, gay, bisexual, queer, and/or transgender. Applicants with lived experience is highly valued.

Salary range: \$100,000.00-\$125,000 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 by **December 10, 2021**. This position will remain open until filled. No phone calls please. Thank you in advance for your interest.