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| **Position Description** | TITLE: Project Director | 1.0 FTE |
| **Travel required** | Local travel required. Limited out-of-state travel required. |

**Duties and Responsibilities:**

* Lead and manage day-to-day activities of Northern Kentucky Institute for Substance Misuse Prevention (NKISMP)
* Lead progress to ensure goals and objectives are completed on time and within budget
* Collect and submit data to ensure continuous project improvement and timely and accurate submission of reports to funder and community
* Convene stakeholders, keep appropriate records and submit data timely to Lead Epidemiologist and reports to the funder and community
* Convene stakeholders using the Strategic Prevention Framework to assess, build capacity, plan, implement and evaluate activities and project progress.
* Work closely with the Lead Epidemiologist to implement all project activities
* Related duties as assigned

**Qualifications:**

* Degree in a public health, mental health, social work, project management, or closely related field and demonstrated relevant experience.
* Certification/ qualifications appropriate to Kentucky requirements in that field.
* Experience working with adults and children preferred, including familiarity with resources and needs regarding cultural competence and language supports in our schools and communities.
* Understanding of evidence-based substance abuse prevention strategies and programs preferred.

**Skills and Knowledge Required:**

* Understanding of evidence-based substance abuse prevention strategies and programs
* Knowledge of applicable short and long-range planning techniques
* Ability to keep accurate records and use related computer and online systems
* Excellent oral and written communication and interpersonal skills
* Understanding of principles of grants and project management
* Capacity for leadership with a range of activities and participants
* Ability to communicate effectively, tactfully and respectfully orally and in writing
* Ability to prepare and deliver oral presentations
* Capacity to establish and maintain cooperative, effective working relationships
* Ability to maintain records, verify data, and prepare and submit reports using multiple online and software systems
* Ability to plan, organize, prioritize and schedule work to meet timelines
* Willing to maintain current knowledge of grants rules, regulations, requirements and restrictions, and technological advances in the fields of substance abuse prevention and mental health
* Ability to analyze situations accurately and lead others to adopt effective courses of action