

Position: Project Manager

March 4, 2023

## Description:

The position serves to support and facilitate the daily operations and research of the Opioid Rapid Response System project (ORRS) of REAL Prevention, LLC, a company dedicated to the design, evaluation, implementation of and training in technology-driven, evidence-based prevention programs to promote health behaviors among adolescent and young adult populations (<https://real-prevention.com/>). The position is dependent on anticipated funding and can be remote. The project if funded will develop and evaluate a program to recruit, and train lay citizens to respond to opioid overdoses with Narcan. Project sites are in 5 states with an anticipated 1600 participants.

## Duties:

- Assist in administration of ORRS project including research, curriculum development, and dissemination.
- Maintain project and company calendars.
- Coordinate consultants and subcontractors.
- Schedule meetings and take minutes.
- Maintain Dropbox files to assure complete and up-to-date records.
- Schedule and oversee research activities (project management) including survey administration, participant and other incentives, IRB coordination, and other activities.
- Assist in reports as well as article and grant submission process.
- Conduct library research.

## Qualifications:

- BA in social sciences, prevention science, health psychology, health communication, public health, or related field.
- Excellent oral and written communication skills required to build and maintain relationships with researchers, administrators and a variety of organizational and community stakeholders.
- Library research and other research experience.
- Strong organizational skills, detail orientated and able to coordinate several activities simultaneously.
- Enjoys working collaboratively and can work collegially with all types of individuals.
- Ability to work under deadline pressure.
- Competency in standard word processing software (e.g., Word, Excel, PowerPoint) .
- One year's experience in related position.

## Desirable:

- Advanced degree in social sciences, prevention science, health psychology, health communication, public health, or related field.
- Knowledge of curriculum design, evaluation research, adolescent and/or adult risk behaviors.

- Experience and understanding of prevention programs and underlying theories that promote population level change among youth and young adult populations.
- Competency in statistical software packages (e.g., SPSS).

Salary: \$30/hour up to a total of \$32,000/year. Note this is a half-time position at present with potential to expand to full-time dependent on other funded projects. Work will be done remotely from the employee's location (no office space is supplied). Specialized equipment and software provided as necessary.

Benefits: Full-time employees are eligible for 5 paid vacation days and 6 paid holidays. Other benefits (e.g., health insurance) are not provided. Position is exempt from overtime pay.

To apply submit letter of application, resume as well as names and contact information for three reference via email to: [hechtps@gmail.com](mailto:hechtps@gmail.com)

For more information about REAL Prevention and our program, see <https://real-prevention.com/>