



## Job Description

<b>Position Title:</b>	M.A.R.C. Project Manager
<b>Harmonium Mission:</b>	To promote well-being and self-sufficiency in children, youth, and adults through creative education, intervention, and prevention services rooted in collaboration with neighborhoods and families.
<b>Status:</b>	Non Exempt
<b>Program Service Area:</b>	Community Behavioral Health Services
<b>Department:</b>	Counseling
<b>Hours:</b>	Full Time, 35 hours per week
<b>Salary:</b>	\$39,300 - \$44,300 annually ( <i>new hires begin at starting salary regardless of experience</i> )
<b>Benefits:</b>	\$150 monthly towards health premium OR \$100 monthly towards dental/vision/voluntary with remaining dollars placed into HRA; retirement plan match maximum 2% of annual salary (403b); vacation 9.33 hours per month & 12.25 hours per month after three years; sick 7 hours per month
<b>Reports to:</b>	Chief Executive Officer
<b>Direct Report:</b>	None
<b>Org Level:</b>	Management
<b>Career Level:</b>	N/A
<b>EEO Category:</b>	First/Mid Level Officials/Managers
<b>General Description:</b>	Mobilizing Action for Resilient Communities (MARC) grant purpose is to support communities building the movement to create a just, healthy and resilient world and foster solutions to prevent traumatic childhood experiences. San Diego is one of 14 grantees throughout the nation. Harmonium will serve as the backbone to support local efforts primarily with the San Diego Trauma Informed Guide Team (SD-TIGT). The MARC Project Manager is responsible for ensuring that all requirements of the MARC grant are met by using dashboards, metrics and reports to meet objectives. Will be required to coordinate and manage requirements with MARC national and local evaluators, as well as collect, organize, synthesize and analyze data to identify gaps and recommend strategies to advance the project. Will engage with community leaders, providers, and system leaders, and provide support to groups during select meetings. Will apply best practices, strategic decision-making capabilities, and expertise to deliver efficient and effective outcomes.

### Essential Functions

#### Communication:

- Respond to inquiries about the MARC Project, represent the project findings and maintain a record of inquiries and/or communications regarding the project
- Contribute to the vision, development and coordination of the MARC Project implementation plan including the grant-making, learning collaborative, evaluation and dissemination strategies
- Maintain positive and professional relationships with staff and represents Harmonium in the community
- Create and post regular updates regarding the local effort on ACEs Connection and Harmonium website

#### Agency Leadership:

- Required to uphold Harmonium's policies implementation and able to contribute any necessary comment in ensuring program's sustainability
- Represent Harmonium and the SD - TIGT in a variety of venues
- Collaborate with national team, project team, evaluators, subcontractors, SD - TIGT Leadership and grantees on development of criteria to assess the effectiveness of grantee projects and the overall MARC Project; facilitate implementation of evaluation activities



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### **Job Complexity:**

- Analyze and summarize MARC grantee reports and updates
- Establish and maintain excellent relationships with the SD - TIGT Partners and provide support to help them achieve their community level goals
- Regularly generate and review reports to manage the operations and achievement of goals

### **Accountability:**

- Contribute to and/or prepare reports, papers, presentations, recommendations and other written materials for the MARC Project
- Working knowledge of the MARC budget and attend budget meetings as requested
- Participate in regular budget meetings
- Identify potential grant opportunities that advance project goals and sustainability
- Plan and participate in the MARC learning collaborative activities to achieve program objectives and complete evaluation activities
- Facilitate local evaluation process and communicate regularly with local evaluator
- Convene, plan and facilitate team meetings
- Manage projects and tasks within established timelines
- Manage subcontract deliverables including reports and invoices

### **Decision Making:**

- Judgments and decisions are guided by contract and agency policies, procedures and best practices in the field

### **Staff Supervision:**

- none

### **Minimum Competencies**

- Minimum of a Bachelor's degree in relevant field such as public health, social work or public administration or equivalent experience
- Minimum of 3 years of professional and project management experience in relevant field
- Proven commitment to promoting social change to improve the lives of vulnerable children, families and communities
- Solid working knowledge of trauma-informed care, adverse childhood experience and resilience
- Experience working collaboratively across the nonprofit, private, and public sectors
- Excellent critical thinking and writing skills
- Effective organizational and time management skills with a demanding workload in a diverse, fast-paced environment
- Demonstrated project management skills, capacity for self-direction and effective collaboration
- Valid TB results required
- Must pass Alcohol/Drug Test and Fingerprint Clearance upon hire (paid by Harmonium)
- Valid CA driver's license and access to a reliable vehicle with active insurance

### **Physical Requirement:**

- Ability to operate computer
- Frequent repetitive hand use and simple grasping
- Outstanding, walking, kneeling, bending, twisting, pushing, pulling, reaching above, and below the shoulder
- Ability to lift and carry up to twenty pounds
- Ability to sit for prolonged periods
- Work is normally performed in a typical interior/office work environment
- High energy needed with the ability to balance multiple high-stress tasks
- No or very limited exposure to physical risk
- Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.



## **Job Description**

### **Disclaimer:**

- Harmonium, Inc. is committed to creating a diverse environment and is proud to be an equal opportunity employer
- The preceding description is ONLY a general description of essential duties and not designed to be a complete list of all duties and responsibilities required of this position
- Job description is subject to change at any time

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