



Arizona Adverse Childhood Experiences Consortium

Job Description

Project Manager

Job Title: Project Manager

Reports to: Executive Director

Position located: Maricopa County

FSLA Classification: Exempt, Full Time, Salary

Project Description

The Arizona Adverse Childhood Experiences Consortium (AZ ACEs Consortium) has been engaged by the Maricopa County Department of Public Health to develop and implement a Maricopa County-wide ACEs plan that includes training and educating leaders who work with youth such as in a school or community-based agency setting as well as the youth from those settings. The project leverages the unique expertise of the AZ ACEs Consortium's leadership, members, and partners to:

- Educate and support schools in implementing trauma informed practices
- Create a robust resource library
- Educate school administration and community organizations
- Engage system leaders to provide education on the importance of trauma awareness programs

Position Core Responsibilities

Working closely with the AZ ACEs Consortium's Executive Director, the Project Manager will oversee the project, which includes performing and being accountable for the following:

1. Coordinating curriculum development
 - Work with the Resilience Coordinating Council of the AZ ACEs Consortium, the Executive Director and other consultants to ensure that the curricula for the training modules are evidence informed, conform to the recommendations and are delivered on time.
 - Ensure that the curricula meets the needs and demographics of targeted individuals and organizations.
 - Coordinate the production of online training with acquired vendor(s).
2. Coordinating the Training of Schools, Community Organizations, Youth, and Administration

- Recruit schools, community organizations, and administration to receive training.
- Coordinate training logistics including training dates, locations and trainers.
- Ensure that training staff and teams deliver the training in a timely fashion.

3. Recruit and train Trauma Informed Ambassadors

- Work with the Resilience Coordinating Council and Executive Director to develop training and requirements for Trauma Informed Ambassadors.
- Be point of contact and keep up on the requirements for the Ambassadors

4. Coordinating a Community of Practice

- Develop a framework for a robust community of practice for all Trauma Informed Ambassadors and community organizations to continue to develop their education on trauma responsive practices.
- Coordinate meeting logistics and facilitate community of practice meetings.

5. Overseeing On-Going Support

- Provide trauma sensitive leadership and sensitive of team members.
- For the duration of the contract, monitor the activities of team members as they work with schools and community based organizations. When necessary, help team members access additional resources to support their work.

6. Providing Financial Oversight

- Ensure that invoices are received and submitted for approval by the Executive Director, and that they conform to all funder stipulations.

Education/Experience/Training:

1. Strong community relations and leadership skills; ability to work with people of diverse personalities and backgrounds
2. Experience administrating contracts and grants
3. Experience managing budgets
4. Experience supervising and leading individuals and teams
5. Knowledge of ACEs, Trauma Informed Care, and Trauma Responsive Practices
6. Preferred: Certified ACEs Trainer through the AZ ACEs Consortium or equivalent (proof required for the latter

Special Requirements and Skills:

1. Passion for the mission of the AZ ACEs Consortium
2. Self-driven; proficiency to operate independently with minimal direction
3. Computer literacy and demonstrated familiarity with MS Office software
4. Exceptional relationship-building skills
5. Exceptional written and oral communication skills

6. Ability to coordinate activities
7. Proficiency in problem solving and time management skills managing multiple deadlines simultaneously
8. Exceptional attention to detail
9. Alignment with AZ ACEs Consortium's relationship-driven team culture of trust, integrity, authenticity and commitment to well-being
10. Valid driver's license.

Work Context

1. Requires use of electronic mail
2. Requires telephone conversations
3. Requires sitting
4. Requires coordinating or leading others in accomplishing work activities
5. Requires face-to-face discussions with individuals or teams
6. Requires work with others in a group or team
7. Requires work with external customers or public
8. Requires repetitive movement
9. Includes conflict situations
10. Requires dealing with unpleasant, angry, or discourteous people
11. Requires strong decision-making skills
12. Requires being exact or highly accurate
13. Requires meeting strict deadlines
14. Requires working indoors in environmentally controlled conditions
15. Job tasks are performed in close physical proximity to other people
16. Ability to lift up to 15 pounds

Supervisory Responsibility:

Responsible for supervising two full time ACEs Certified Trainers positions.

Salary/Compensation:

The salary range for this position is \$65,000- \$70,000, depending on experience.

To Apply

Interested candidates should submit:

- A cover letter describing your familiarity with ACEs, school systems, and organizations and how your professional experiences relate to the core responsibilities of the Project Manager
- A detailed resume

Please submit materials via email to: information@azaces.org

This position is available now until filled. Qualified candidates are encouraged to apply immediately.