Project Coordinator

The Substance Abuse Prevention Research Workgroup within the School of Social Work is seeking candidates for a temporary Project Coordinator position. Under the direction of the Principal Investigators of an externally funded research project, the Project Coordinator is responsible for coordinating the project's daily activities, ensuring all project deliverables are met on time, providing administrative and logistical support, and interfacing with all stakeholders of the project to ensure a productive and collaborative environment. This individual should be self-directed, capable of working independently as well as collaboratively in a team setting. The initiative is a 1-year grant, awarded by New Jersey’s Department of Human Services (DHS), Division of Mental Health and Addiction Services (DMHAS); this position is **grant-funded and temporary for 10 months**. It is a full time position (37.5 hrs) with paid time off, no benefits package.

The overall goal of the project is to evaluate two Community Certified Behavioral Health Clinics (CCBHC’s) established to expand capacity, access and availability of mental health and substance abuse services to adults and youth in New Jersey. The Project Coordinator will coordinate the evaluation of the CCBHC initiative. The key daily activities of this position will include: data collection and management; preparing data reports to funders; overseeing participant recruitment for surveys and focus groups; participating in related committee meetings; and communicating with CCBHC providers on a regular basis regarding data.

This position requires a bachelor's degree in social work, public health, human services or related discipline. The candidate must have knowledge in project coordination, evaluation, data collection and analysis, writing reports, and coordination with stakeholders. Additionally, the position requires administrative experience, the ability to build relationships, and outstanding interpersonal, organizational, and communication skills. The Project Coordinator must be proficient in Microsoft Office programs including but not limited to Word, Excel, PowerPoint, and Outlook, SurveyMonkey, and SPSS.

A Master's degree is preferred; or at least two years of project coordination experience is preferred. Knowledge of behavioral health field is strongly preferred.

The Rutgers School of Social Work has a distinguished record of instruction, research, and public service. Fully accredited by the Council on Social Work Education, the School is one of the largest social work schools in the nation offering bachelors, masters and Ph.D. degrees on all three campuses in New Jersey. Rutgers is one of the nation’s major state universities, with more than 50,000 students enrolled in 30 degree-granting units. It is a member of the Association of American Universities (AAU), a federation of leading public and private research universities in the United States and Canada. Chartered in 1766, Rutgers is the eighth oldest institution of higher education in the nation.

Please send applications to Kristen Gilmore Powell, at kgilmore@ssw.rutgers.edu include a cover letter and resume for consideration.