



Job Announcement: Project Director at Counter Tools

Overview:

Counter Tools invites applications for a Project Director starting December 2019.

Counter Tools is a 501(c)(3) nonprofit organization located in Carrboro, NC with a mission to empower communities to become healthier places, starting with the retail environment. Through training, technical assistance, mission-driven software tools, a podcast, a webinar series, and the website CounterTobacco.org, they disseminate science and best practices, connect experts, partners and advocates, and develop resources and communication tools for communities working on healthy retail initiatives as a step toward achieving health equity.

The Project Director provides timely and high quality project management, training, and technical assistance to Counter Tools client-partners working toward the mission of advancing place-based public health. Their national or multi-regional perspective and expertise strengthens Counter Tools' position as a trusted thought leader in, and advances the field of, healthy communities. They integrate the key components and essential practices of the public health policy model of change into their work, and guide client-partners through the (often nonlinear) continuum.

Through the model of change, Counter Tools Project Directors empower partners and their stakeholders to survey and monitor tobacco, alcohol, and food in the retail environment and provide expert guidance and recommendations to pursue policy interventions based on data collected – building local and state capacity to facilitate policy change. On a day-to-day basis, the Project Director maintains a positive relationship with all client-partners and coordinates and leads activities within the scope of the project contract. Activities include leading regular conference calls, relevant webinars, in-person trainings, and directing technical assistance. The Project Director provides client-partners works collaboratively with each of their client-partners to ensure needs are met.

Specific Responsibilities Include:

1. Plan and coordinate activities outlined in the client scope of work, ensuring all objectives and tasks are completed in a both timely and exceptional manner.
2. Work directly with other Counter Tools team members to coordinate and ensure all deliverables are completed within the outlined timeframe.
3. Effectively communicate needs and project expectations of other team members.
4. Maintain constant line of communication between Counter Tools and client to ensure all needs

are met.

5. Lead special projects as needed (e.g., strategic planning efforts, develop and implement new training programs).
6. Advance the field by maintaining content expertise and currency on emerging issues; developing new resources, toolkits and publications; assessing, documenting and sharing best practices and key lessons learned; and fostering innovation in Counter Tools initiatives
7. Identify and immediately address any problems or challenges that occur.
8. Prioritize tasks for team members based on urgency and scope of work.
9. Organize, coordinate, and lead webinar and in-person trainings to increase client capacity.
10. Ensure appropriate evaluation of individual trainings, as well as the overall project.
11. Integrate lessons learned or client feedback into future work.

Qualifications:

1. Experience in public policy, communications, grassroots organizing, urban planning, with a focus on health
2. Experience in place-based consultative storytelling and data analyses to enable consultative storytelling
3. Strong project management skills managing complex, multifaceted projects resulting in measurable successes and program growth
4. Assertive and concise verbal and written communication skills with exceptional attention to detail
5. Strong writing skills
6. MPH, MPP preferred

Location:

This can be a remote position. This position will require travel to partner-states as needed, as well as the Counter Tools offices in Carrboro, NC at least twice a year. Remote employees must provide internet, phone, and an appropriate place to work while in remote location of choice.

Salary:

Range \$50,000-\$55,000, including health, dental, vision insurance, and 401K plan.

To apply:

To learn more about Counter Tools please visit www.countertools.org. To apply for the position, please send your CV or resume, a letter expressing your interest, and a 1-3-page writing sample to Beth Turner at beth@countertools.org. Applications are due by 5:00pm Eastern Friday, November 15, 2019.

We strongly encourage applications from diverse individuals, including but not limited to diversity in such characteristics as race/ethnicity, color, national origin, age, socioeconomic background, religion, creed, veteran's status, gender, gender identity, gender expression, sexual orientation and disability. Counter Tools is an Equal Opportunity Employer.