



Job Announcement: Project Director at Counter Tools

Counter Tools invites applications for a Project Director position starting February 22, 2023.

About Counter Tools

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

Our Core Values

- Champion equity, diversity, and inclusion as an ongoing practice.
- Be agile. Respond and adapt quickly to change with forward thinking.
- Share power and own the outcome. We are all leaders who take risks in order to grow and improve.
- Care personally, challenge directly, and be candid.
- Inspire others. We deliver high quality service and results to our clients and partners.
- Act with grit. We are passionate, resilient, and capable of driving change.

Job Overview

The Project Director provides timely and high-quality project management, training, and technical assistance to Counter Tools client-partners working to advance place-based public health. Their national 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 of policy change.

Empowering communities to become healthier places for all—starting with the retail environment.

www.countertools.org

Counter Tools Project Directors empower client-partners and their stakeholders to survey and monitor tobacco, alcohol, cannabis, and food in the retail environment. They provide expert guidance and recommendations to pursue policy interventions based on data collected, building local and state capacity to facilitate policy change. Project Directors often support client-partners in utilizing Counter Tools' Agile software to achieve their policy change goals. On a day-to-day basis, Project Directors maintain a positive relationship with all client-partners and coordinate and lead activities within the scope of project contracts. Activities include leading regular conference calls, relevant webinars, in-person trainings, and directing technical assistance. Project Directors work collaboratively with each of their client-partners to ensure needs are met.

Role Responsibilities

1. Plan and coordinate activities outlined in the client-partner 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 a constant line of communication between Counter Tools and client-partners
5. Take responsibility in communicating about equity, race, dominant culture, and systemic racism in our work
6. Advance the field by maintaining content expertise and staying up-to-date 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 training to increase client-partner capacity
10. Lead contract management and renewal processes alongside client-partners
11. Lead special projects as needed, such as strategic planning efforts and developing new training content
12. Ensure appropriate evaluation of training events, as well as overall projects
13. Integrate lessons learned and client-partner feedback into future work

Minimum Qualifications

1. Experience in public health policy, systems, and environmental change
2. Experience in public policy, communications, grassroots organizing, or urban planning

Empowering communities to become healthier places for all—starting with the retail environment.

www.countertools.org

3. Demonstrated ability to manage complex, multifaceted projects resulting in measurable successes
4. Assertive and concise verbal and written communication skills with exceptional attention to detail
5. Personal qualities of integrity, credibility, and collaboration
6. A commitment to and passion for Counter Tools' mission and values
7. Genuine interest in place-based public health and health equity for all populations
8. Data analysis experience to support systems change

Preferred Qualifications

1. Experience in alcohol, cannabis, tobacco, and/or healthy food-related community or policy work
2. Experience providing technical assistance on technology tools
3. Marketing and/or B2B sales experience
4. Experience with GIS mapping and/or Tableau
5. Data analysis, software quality assurance, and/or product management experience
6. Master of Public Health or Master of Public Policy degree

Location

This is a remote position. This position will require travel to client-partner states as needed and to Carrboro, NC at least once per year. Remote employees must provide internet, phone, and an appropriate place to work while in their remote location of choice.

Salary and Benefits

Salary range of \$56-65,000; health insurance, dental insurance, vision insurance, life insurance, health spending account, paid time off, and a 401K plan.

Application Process

To apply for the position, please send your resume, a letter expressing your interest, and a 1-3-page writing sample to Maria Julian at maria@countertools.org. Applications are due by 5:00 pm Eastern on Tuesday, March 21, 2023. The ideal start date for this role is mid-April. We will review applications and interview qualified candidates on a rolling basis. The interview process will likely involve a brief phone interview and two video interviews with Counter Tools team members.

Empowering communities to become healthier places for all—starting with the retail environment.

www.countertools.org

We at Counter Tools know that tobacco- and alcohol-related health problems disproportionately affect people of color, LGBTQ people, and other marginalized groups. Structural elements—both governmental and organizational policies and practices, including those that historically have and continue to disadvantage certain groups, along with industry targeting—impact exposure, availability, and access to both healthy and harmful products. We want our work with our partners and clients to reflect the communities we collectively serve, address health disparities, and strive toward a more equitable world. We strongly encourage applications from diverse individuals, including but not limited to diversity in such characteristics as race/ethnicity, 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.

Empowering communities to become healthier places for all—starting with the retail environment.

www.countertools.org