

Position Title: Program Manager

About C4 Innovations (C4): C4 is a values- and mission-driven, woman-owned small business that advances access to recovery, wellness, and housing stability for all people. We support programs, organizations, communities, and systems in building and implementing solutions to promote person-centered, recovery-oriented, and trauma-informed approaches. When all people are able to access and engage in quality care and have housing stability, the results are healthier individuals, families, and communities. At C4, we put people first.

C4 is committed to creating and maintaining a diverse workforce. We actively encourage applicants from all backgrounds, identities, and experiences to apply, including people living with disabilities and lived and living experiences of homelessness or recovery from substance use and mental health conditions.

Research suggests that individuals who have experienced barriers to opportunity may self-select out of applying for jobs if they do not meet 100% of the job requirements. We encourage anyone who believes they have the skills and experience necessary to thrive in the role to apply.

About this Position: C4 is seeking two **Program Managers** to support projects that advance equitable access to prevention, treatment, and recovery services and supports for substance use and mental health. These projects include training and technical assistance contracts with behavioral health and recovery organizations and/or systems. Activities include online and on-site training, technical assistance, and curriculum and learning product development.

Responsibilities:

- Work as or with a Project Director to manage training and technical assistance services, products, and programs.
- Work with C4's Project Managers to administer budgets and complete reporting requirements.
- Provide subject matter expertise to both create and guide the creation and implementation of training and technical assistance programs and services.
- Develop or support the development of curricula and learning products.
- Support the development and implementation of processes and systems to facilitate technical assistance requests, delivery, and quality improvement.
- Supervise staff working on a project, leading them in delivering high-quality technical assistance and training.
- Provide independently prepared documents for both internal and external meetings.
- Provide oversight and direction of subcontractors and consultants to ensure on-time, quality training and technical assistance deliverables within the budget parameters.
- Liaise with clients, funders, and partners to communicate updates, address concerns, and ensure projects are managed as expected.
- Participate in business development efforts by leading proposals in concert with Leadership Team members, providing technical and writing assistance on proposals,

and/or developing project concepts for proactive business development.

- Complete administrative duties such as scheduling meetings, note-taking, and updating various tracking and reporting forms as needed.
- Other duties as assigned.

Requirements:

- Graduate degree and at least 5 years of experience coordinating and/or managing training, technical assistance, or related programs and services or equivalent background with 10 years' experience.
- Preferred expertise in behavioral health services and systems, including one or more of the following areas. Candidates do not need to have expertise in every area listed below:
 - Peer-based and other recovery supports to address substance use and/or mental health needs.
 - Peer-delivered practices, supervision, training, and curricula development.
 - Primary prevention approaches to address and reduce substance use, including SAMHSA's Strategic Prevention Framework, prevention coalitions, and related programs and strategies.
 - Prevention practices to reduce overdoses and other risks related to opioid and other substance use.
 - Harm reduction approaches to addressing substance use, self-harm, and integrated care for infectious diseases.
- Ability to conceptualize, analyze, and follow through with multiple, competing priorities.
- Project management experience, including supervising staff and administering budgets.
- Excellent verbal and written communication skills.
- Strong organizational skills.
- Ability to lead, facilitate, and participate in internal and external collaborative teams.
- Excellent computer skills and familiarity with PowerPoint and/or other presentation software.
- Willingness to travel.

Location: C4 Innovations is a fully-remote organization, therefore this position can be located anywhere in the U.S.

Salary: C4's salary includes a comprehensive benefits package (paid time off, health, dental, vision, short-term and long-term disability, and 401K). We are seeking candidates that may fit across more than one internal job classification, including Manager I and II. Salary is commensurate with experience; salary ranges include \$58,032-\$64,480 for Manager I roles and \$78,624-\$87,360 for Manager II roles.

To apply: Send a cover letter, salary requirements, and resume with "Program Manager" in the subject line to Human Resources at apply@c4innovates.com.

