



# RECOVER ALASKA

## ASSOCIATE PROGRAM MANAGER

### POSITION DESCRIPTION

Full-time

Recover Alaska is an initiative aimed at reducing the excessive consumption of alcohol and addressing related harms across the state. This requires individual, social, and systemic change throughout Alaska's communities; Recover accomplishes this work through making systems, policy, and practice changes that will lead to long-term improvements. Funders include the Alaska Mental Health Trust Authority, Mat-Su Health Foundation, Rasmuson Foundation, State of Alaska-Department of Health and Social Services, Southcentral Foundation, and Providence Health and Services. Find more information at [www.recoveralaska.org](http://www.recoveralaska.org).

**FLSA Classification:** Non-Exempt

**Location:** Anchorage, Alaska

**Supervisor:** Executive Director

**Wage Range:** Starting at \$24.00 per hour, depending on experience

**POSITION SUMMARY:** The Associate Program Manager is responsible for management and coordination of Recover Alaska workgroups focusing on social norms and/or access to treatment. This role includes working with staff, partners, and workgroup members to prioritize efforts, track progress, communicate with stakeholders and facilitate community engagement. This position also supports Recover Alaska's office and financial management and administrative needs. The Associate Program Manager must be able to create and implement solutions within an entrepreneurial work environment. This position requires professional flexibility in managing and administering a variety of projects, superb organizational skills, and energy devoted to tackling the most commonly identified health problem in our state.

### **DUTIES AND RESPONSIBILITIES:**

#### Project Management

- Provide project management and coordination across priority areas, including positive social norms and/or access to care.
- Produce and distribute routine status reporting on planning and implementation.
- Support workgroups and coordinate communications between relevant parties.
- Support and/or implement specific action items as needed.
- Develop and maintain relationships with key stakeholders including, but not limited to, funders, Recover Alaska partners, community members, and vendors.

## Recover Alaska Administrative Support

- Budget management activities, including monitoring and tracking grants, assisting with reporting requirements, processing invoices, stewardship, and other activities as necessary.
- Maintenance of Recover Alaska website, including but not limited to the online resource center and news/events updates.
- Scheduling and providing administrative support for meetings, including minutes; arranging logistics and catering for Recover Alaska functions.
- Providing administrative support for the Executive Director, and other team members as needed.

### **REQUISITE QUALIFICATIONS**

- Ability to support and promote Recover Alaska's mission, vision, and values.
- Effective interpersonal skills with diverse individuals and cultural groups.
- Ability to effectively establish and manage priorities in the workplace.
- Highly effective written and verbal communication skills.
- Proficient in office skills including but not limited to Microsoft Office, Adobe Acrobat, and social media platforms.
- Maintain strict confidentiality of all organizational and client information.
- Demonstrated ability to effectively manage medium to large grants.
- Bachelor's degree in a related field, such as business, communications, public administration, health care, or equivalent documented experience; background in behavioral health preferred.
- Current Alaska State Driver's license, the ability to obtain one within 30 days of accepting the position, or ability to travel in an efficient/effective manner between work locations and off-site functions.
- Ability to travel in rural Alaska, including via small regional air carriers.

### **PREFERABLE SKILLS, ABILITIES AND EXPERIENCE**

- Experience reporting data/outcome measures both visually and in writing.
- Basic experience with the key elements of grant writing.
- Experience with people of diverse backgrounds, including rural Alaska.

### **CORE COMPETENCIES**

- Ability to effectively work independently with minimal supervision.
- Solve complex organizational and program problems using good judgment and in an economically effective fashion.

- Ability to effectively work with individuals, committees, volunteers and funders while encouraging and supporting an environment that is creative and can be chaotic.
- High level of emotional maturity and customer service skills.

**PHYSICAL REQUIREMENTS:** Standard office tasks which would require sitting/standing at a work station, traveling between work locations, setting up meetings, recording minutes of meetings. On occasion, it may require travel to rural Alaska locations.

**NOTES:**

This position is funded by Recover Alaska's Funding Partners and administrated through Sultana New Ventures, LLC (Sultana), a subsidiary of The Foraker Group. The Associate Program Manager is an employee of Sultana. Any description of work is a picture of the major responsibilities of a position at a given point in time. Jobs are dynamic and assignments/priorities may change. It is not intended or implied to be an employment contract but is a communication tool to explain the responsibilities, advertise the job, and identify performance measures and potential training needs. The Foraker Group and Sultana are at-will employers.

**HOW TO APPLY:**

Qualified applicants may send their cover letter and resume to [recoveralaska@forakergroup.org](mailto:recoveralaska@forakergroup.org). The first round of cover letters and resumes will be reviewed on November 4, 2019; however, the position will remain open until the position is filled.