

PROJECT ASSOCIATE I

Grade 8 – MANAGEMENT – REFERENCE #: PAI051118

Regular – Full-Time Position; Waltham, MA or Washington, DC



Job Opportunities

EDUCATION DEVELOPMENT CENTER (EDC)

Education Development Center (EDC) is a global nonprofit that advances lasting solutions to improve education, promote health, and expand economic opportunity. Since 1958, we have been a leader in designing, implementing, and evaluating powerful and innovative programs in more than 80 countries around the world.

EDC promotes equity and access to high quality education and health services and products that contribute to thriving communities where people from diverse backgrounds learn, live, and work together. We support an inclusive workplace culture that embraces many perspectives and broadens our understanding of the communities we serve, enhancing and enriching our work.

EDC is committed to diversity and inclusion in the workplace.

EDC's [Suicide Prevention Resource Center](#) (SPRC) has an opening for a full-time Project Associate (I), reporting to the Manager of Health and Behavioral Health Initiatives, and serving as part of the Goal 1/Health and Behavioral Health Initiatives team, in Waltham, MA or Washington, DC.

SPRC, housed within EDC's Suicide, Violence, and Injury Prevention Portfolio (SVIPP), is the nation's only federally supported resource center dedicated to advancing the [National Strategy for Suicide Prevention \(NSSP\)](#). SPRC is funded by the Substance Abuse and Mental Health Services Administration (SAMHSA) and promotes a public health approach to suicide prevention in state, healthcare, community, and organizational settings, as well as nationwide.

The SPRC Goal 1 team builds suicide prevention infrastructure and capacity among health and behavioral health care (HBH) organizations across outpatient, inpatient, emergency department, and primary care settings by developing innovative resources, establishing strategic partnerships, training, and providing technical assistance (TA) to groups and individual organizations—including TA focused on the Zero Suicide initiative (www.zerosuicide.com).

The ideal candidate understands the public health approach to suicide prevention, including comprehensive suicide prevention and care in a variety of health care settings, with a special focus on implementing Zero Suicide. This candidate should also have expertise providing customized TA to diverse HBH settings, developing and maintaining high quality tools and resources, and leading the conceptualization and delivery of webinars and virtual events. Prior experience in clinical settings and in generating funder reports is also desirable.

ESSENTIAL FUNCTIONS

The person in this position is expected to communicate clearly and courteously; to develop and maintain positive relationships with clients, consultants, collaborators, co-workers, field sites, and funders; and to work respectfully with EDC colleagues. The job requires adherence to EDC policies & procedures.

The Project Associate (I) will support SPRC's Goal 1 team through a variety of capacities and functions that support work across multiple projects including:

- Providing customized technical assistance and consultation to Zero Suicide grantees or health care systems adopting the Zero Suicide framework
- Assisting manager with regular reporting to funder
- Assisting manager with cross-project communications
- Assisting with updating and improving tools and resources that help health care systems and providers provide safer, evidence-based suicide care
- Assisting with coordinating virtual events with other SPRC teams
- Writing and editing instructional materials and curriculum for health care leaders and providers
- Facilitation of adult learning and web-based learning (Communities of Practice, Learning Collaborative, webinars)
- Creating or refining systems for organizing and housing commonly requested resources and information
- Assisting with conceptualizing and implementing product or program evaluation, as needed
- Leading parts of a project or coordinating sections of larger projects, as needed
- Completing other tasks and projects as assigned

The Project Associate (I) provides support to project staff, including:

- serving as backup to manager when needed
- managing project budget
- monitoring contractual compliance
- maintaining records
- preparing recommendations
- drafting performance reports
- writing and developing materials
- disseminating information, including website content
- developing presentations
- managing administrative procedures
- contributing to design and implementation of business monitoring systems
- suggesting ideas for improved efficiency or future focus
- supporting project procurement
- identifying & recruiting technical consultants; developing their scope of work
- coordinating proposal development

The Project Associate (I):

- Coordinates administrative and logistical tasks for webinars, virtual events, and TA projects
- Coordinates project start-up tasks (i.e. establishes project plans and timelines)
- Facilitates project teamwork and feedback exchanges
- Collaborates on troubleshooting complex problems, proposing initiatives and recommending or negotiating solutions
- Acts as liaison between home offices and field-based staff as needed
- Coordinates communications and project activities
- Trains and provides guidance or administrative direction to junior staff; may supervise junior or support staff; may coordinate the work of less experienced staff

- May travel within the US up to 5-6 times per year

QUALIFICATIONS

This position requires educational achievement; excellent writing skills; demonstrable initiative, creativity, and flexibility; ability to work independently and effectively in groups; and strong interpersonal & organizational skills. Specific requirements:

- **Relationship Building:** Demonstrated ability to develop collaborative relationships with colleagues, partners, and funders over long distances.
- **Technology:** Applicant embraces technology, and uses it to increase efficiency and support cross-team communication. Knowledge of administrative systems and techniques, as well as information/knowledge management.
- **Personal Qualities:** A professional who excels in a mission-driven, rapidly evolving environment. Someone who exhibits flexibility, enthusiasm, responsiveness, aptitude for details, a positive attitude, creativity, strategic and analytical thinking, self-motivation, attentiveness to cultural differences, and problem solving skills, as well as the ability to be proactive and to produce quality work under tight deadlines.
- **Management Experience:** Experience managing parts of projects and processes to ensure that high quality deliverables are produced on time.
- **Content Knowledge:** A strong understanding of the public health approach to suicide prevention. Experience in the mental health, behavioral health, or suicide prevention fields especially as related to the Zero Suicide initiative. Experience working with state-level mental and behavioral health and suicide prevention departments/agencies to build local TA capacity.
- **Technical Assistance Experience:** Experience in providing consultation and support (technical assistance, information services, or similar functions) to clients via phone, webinar, and email strongly preferred. Experience working with diverse communities and cultures strongly preferred.
- **Training Experience:** A strong understanding of adult learning principles as they relate to virtual and in-person trainings.
- **Communications:** Strong written and verbal communication skills. Demonstrated ability to communicate effectively in supervisory relationships, with colleagues, and with project partners and funders. Experience developing and reviewing written materials for outside audiences.
- **Collaboration:** Ability to work both on a team and independently without close oversight. Skilled as a team player who will productively engage with others at varying levels of seniority within and outside EDC and SPRC.
- **Organization:** Ability to manage time and successfully work on multiple projects at once.

Specific requirements:

- Bachelor's degree
- Master's degree or equivalent combination of training & education preferred
- With Bachelor's degree, at least 4 years related research, education, international development or administrative coordination experience, requiring computer competence
- With Master's degree, at least 3 years related experience (as above)
- Demonstrable organizational and troubleshooting skills
- Strong analytical skills and aptitude for details
- Ability to lead projects independently and also consult with colleagues and senior staff as appropriate
- Proficiency in MS Office applications

Please submit a thoughtful cover letter and resume. The cover letter should be a succinct statement of interest to include highlights of relevant qualifications and experience for the role desired, and should not exceed two pages. The resume should not exceed three pages. Candidates selected for an interview may be asked to provide writing samples. Note: applications without requested items will not be considered.

CONTACT

EDC, 43 Foundry Ave, Waltham, MA 02453

No phone calls, please

Apply: <https://go.edc.org/Proj-Assoc-PAI051118>

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As an EOE/AA employer, EDC does not discriminate in its employment practices due to an applicant's race, color, religion, sex, sexual orientation, gender identity, national origin, and veteran or disability status. EDC is a smoke-free workplace.