



TWIN COUNTY RECOVERY SERVICES, INC.

“Focused on the future...one day at a time...”

Out-Patient Clinics
Men’s Residential Program
Women’s Residential Program

Prevention Program
Adolescent Treatment
Impaired Driving Program

Position Primary Project Coordinator (PPC) - Bureau of Justice Assistance’s Comprehensive Opioid Abuse Program Rural Responses to the Opioid Epidemic grant

Duties Responsibilities include leading the Executive Leadership Team through the six-month planning period and spearhead the implementation of designed projects. During the planning period, the PPC will be responsible for the development of three main projects: a data collection system to track progress through use, treatment, and recovery to prevent loss of contact with at-risk individuals; an opioid-use prevention public health campaign; and a quick response team to follow up with individuals who have left treatment prior to completion. During the implementation phase for the 14 months following, the PPC will be responsible for leading the implementation of developed projects.

Hours Full time

Salary \$ Competitive Hourly Salary

Required Education/Experience:

- Bachelor’s Degree in related field
- Minimum of 3 years of experience working in the SUD/ODU field
- Minimum of 1 year of project management experience
- Strong communication skills
- Proficiency in Microsoft Office, including Word, Excel, Power Point and Outlook
- Grant management and program planning & evaluation experience preferred

Please respond with application, resume and cover letter to:

Paula Queirolo, Prevention Director
paulaq@twincountyrecoveryservices.org

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