



taos community foundation

Taos LEAD Project Manager Job Description

Position Description

The key staff position in any LEAD (Law Enforcement Assistant Diversion) initiative is the project manager. This contract position coordinates all aspects of the initiative and manages its day-to-day activities. A trusted partner of all partners, the project manager serves as resource and liaison to both the Policy Coordinating Group and the Operational Workgroup. LEAD is a consortium of politically independent actors; therefore, it is desirable for the project manager to be primarily loyal to the initiative itself, independent from all political and operational stakeholders.

Job Responsibilities:

- Facilitate and guide program planning in Year 1 of COSSAP to create a LEAD Implementation Plan, ensuring it incorporates the core principles of successful diversion, eligibility criteria, procedures and protocols, partner roles, budget, evaluation, and sustainability
- Coordinate training on LEAD for law enforcement officers, case managers and project partners
- Responsible for day-to-day operations of LEAD ensuring the smooth implementation of all aspects of the project's work
- Manage budgets, local evaluator, sub-contractors
- Serve as the hub for all the partners and stakeholders
- Often serves as the primary external representative of the initiative
- Convene, facilitate and organize the work of the Operational Workgroup and Policy Coordinating Committee
- Work closely with the local evaluator to ensure data quality and timely reporting
- Work closely with law enforcement and behavioral health providers
- Manage communication/PR of the program
- Direct program development and expansion
- Ensure LEAD policies and protocols are up to date
- Troubleshoot stakeholders' concerns
- Work to identify resources for program sustainability
- Develop information-sharing systems
- Coordinate the gathering of community input and participation
- Participate in the NM LEAD Learning Collaborative

Requirements / Qualifications:

Project management for LEAD is a demanding, sophisticated function, one that requires a mix of strategic, operational, and interpersonal skills along with an understanding of the criminal legal system, behavioral health, justice reform, local service landscape, and larger community. Desired skills include:

- Bachelor's degree preferred
- Experience with project management, grants and criminal justice systems
- Demonstrated understanding of and commitment to LEAD's core principles
- Knowledge about the etiology and treatment of substance use disorder with an understanding of harm reduction strategies

- Experience facilitating meetings
- Excellent written and verbal communication skills
- A self-motivated individual who has strong interpersonal, public speaking and problem-solving skills and interest in working as a member of a team and in a dynamic environment
- Demonstrated interest in criminal justice, homelessness, and/or drug policy reform and a willingness to approach these issues with a racial justice lens
- Experience and knowledge of local homeless services and housing systems
- Experience or familiarity with public safety/order issues in the community
- Basic computer skills, including ability to use the internet, email (Google platforms), word processing (e.g. Microsoft Word) and spreadsheets (e.g. Excel) are required

Additional Information:

Taos Community Foundation is the grant administrator for the LEAD Project and will handle all application/contract materials, in partnership with a Policy Coordinating Committee comprised of senior members of community agencies and policy-makers. Interviews and selection of this position will be conducted by the Policy Coordinating Committee.

Taos Community Foundation is an equal-opportunity employer. In accordance with state, federal, and municipal laws, the Taos Community Foundation complies with all applicable laws that prohibit discrimination against employees (or applicants for employment) because of race, disability, color, creed, religion, gender, age, sexual orientation, gender identity, national origin, ancestry, citizenship, veteran status, or any other applicable protected classification in hiring, promoting, demoting, training, benefits, transfers, layoffs, terminations, recommendations, rates of pay or other terms and conditions of employment. Opportunity is provided to all employees and applicants based on qualifications and job requirements.

This is a contract position on a 3-year Bureau of Justice Assistance (BJA) – Comprehensive Opioid, Stimulant and Substance Abuse Program (COSSAP) grant. The annual contract for this position is \$70,000.

Application Requirements:

Please submit the following information to the following: taoslead@gmail.com

- Cover letter of introduction that includes current mailing address, primary phone and email address
- Resume that outlines work history, educational background and any/all professional licensure, if applicable
- 3 Personal references, including phone and email address

Timeline:

Application deadline is Tuesday, September 21, 2021 by 5:00 PM

Submissions must be by email to taoslead@gmail.com

Interviews will be scheduled on September 24th and October 1st.