**Project Manager – Tobacco Manager**

**Company Overview:**

Action for Healthy Kids is a national non-profit organization raising the bar on the health of the whole child to extraordinary levels across the country. AFHK mobilizes educators, families, and communities to take actions that lead to healthy eating, physical activity, and healthier schools where kids thrive. We partner with dedicated volunteers—teachers, students, parents, caregivers, school wellness experts, and more—from within the ranks of our 140,000+ champions to create healthy school changes. We are committed to impacting holistic changes, focusing on serving students and families from under-resourced communities.

RMC Health believes that healthy young people are more successful in school and in life. That’s why we Partner with passionate advocates for the whole child to help them improve their practice. Every day, we provide professional learning and capacity-building that helps wellness champions transform their knowledge and skills into effective school health programs and policies, so students of every background and identity can live their best lives.

In fall 2022, AFHK and RMC Health completed a merger agreement to bring together their complementary programs and services to meet the urgent needs of America’s youth and families.

Position Title: Tobacco Education Project Manager

Position Location: Remote

Position Type: Temporary, Part-Time (20 hours per week)

Start date: January 2, 2025. End date: June 30, 2026

Classification: Exempt/Temporary Position

Reports to: Project Lead, STEPP Program

**Position Summary**

The Project Manager will work within Action for Healthy Kids Prevention Education program pillar. The Project Manager’s primary responsibility will be overseeing all aspects of and ensuring the on-time and on budget completion of the Second Chance 2.0 project.  Second Chance is a web-based, interactive, self-directed program for middle and high school students, designed to address the health risks that tobacco and nicotine products (including e-cigarettes) pose and serve as an alternative to suspension. The Colorado Department of Public Health and Environment has approved funding for updating the infrastructure and content of the Second Chance program as well as provide a Spanish language version.  The Project Manager will work closely with the Tobacco Program Manager and other internal and external project partners to produce an updated version that engages and educates users. The Project Manager will contribute to other Prevention Education projects as time permits.

**Essential Functions**

* Serve as primary point of contact for all Second Chance 2.0 project team members.
* Utilize ASANA, project management software, to assign tasks, track project completion, and maintain clear deliverable expectations with project team members.
* Coordinate and facilitate project meetings with internal and external partners with focus on project deliverable progress, maximizing budget dollars and identifying and problem-solving challenges.
* Provide timely and actionable feedback to ensure quality product.
* Monitor deliverable completion, team member time on project, and project costs and adjust as required to successfully complete project.
* Review monthly invoices to ensure project stays on budget.
* Coordinate with web developer to ensure Colorado accessibility and security requirements are met.
* Regular progress reporting to STEPP Lead
* Attend organizational staff meetings as assigned
* Contribute to development, dissemination, and promotion of tobacco/nicotine-free and healthy schools, resources for use by clients, including Second Chance 2.0 Facilitator Guide and Implementation Training
* Other duties as assigned

**Competencies**

* Written and verbal communication skills
* Budget monitoring
* Critical thinking and problem-solving skills
* Collaborative work approach
* Organizational and time management skills
* Ability to keep the big picture in mind while paying close attention to the details

**Education and Experience Qualifications**

* Bachelor's degree in a related field (ex: public health or education) with 5 years of relevant experience
* Project management experience as well as familiarity with youth tobacco prevention/education, public health, and/or school systems.
* Proficient with Microsoft Office Suite and Project Management software \*Experience with ASANA a plus.
* Experience with online learning and substance use prevention programming a plus.

The wage range for this role considers the wide range of factors that are considered in making compensation decisions including but not limited to skill sets; experience and training; licensure and certifications; and other business and organizational needs. Compensation decisions are dependent on the facts and circumstances of each case. A reasonable estimate of the current hiring range is $26 to $30 per hour based on experience.

**Expected hours of work**- Must have availability during normal business hours (8am-5pm MST) 20 hours/week.

**Travel**-No travel is required for this position.

**Physical demands**

The work is sedentary and usually accomplished while the candidate is comfortably seated at a desk or table; extended periods are required. Items carried typically are light objects such as briefcases, notebooks, and data processing reports. Extensive use of computer equipment requires frequent telephone or virtual meeting activity.

*Action For Healthy Kids is an Equal Opportunity Employer. Employment decisions are made without regard to race, color, religion, national or ethnic origin, sex, sexual orientation, gender identity or expression, age, disability, protected veteran status or other characteristics protected by law.*