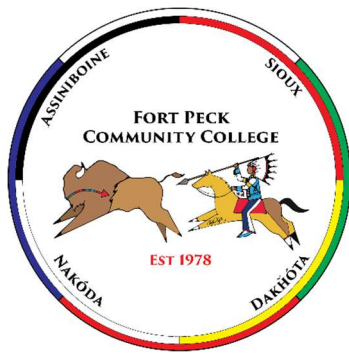


**Fort Peck Community College**  
**PO Box 398**  
**605 Indian Ave**  
**Poplar, MT 59255**  
**406-768-6300**

<b>Job Title:</b>	CDC Project Director	<b>Position Type:</b>	Full Time
<b>Location:</b>	Poplar	<b>Date Closing:</b>	Until Filled
<b>Fax or E-mail resume to:</b>  (406) 768-6301 or <a href="mailto:ksears@fpcc.edu">ksears@fpcc.edu</a>	<b>Mail:</b>  Kylee Sears, HR Manager Fort Peck Community College P.O. Box 398 Poplar, Montana 59255 768-6315	Submit the following for employment:  1. Letter of Interest 2. FPCC Application 3. Resume' 4. College Transcripts 5. 3 Letters of Reference	
<b>Job Description</b>			
<b>Grant Management / Project Director: The Center for Disease Control &amp; Prevention’s “Good Health &amp; Wellness in Indian Country” program.</b>  This program is a grant-funded project with 3 distinct but related objectives to achieve through a 5-year Workplan (provided by previous Project Team). The Workplan & the Annual Budget (both provided by previous Project Director) work in conjunction with one another to reach project goals. The Project Director’s role is to lead the project toward its overall 5-year goals. <ul style="list-style-type: none"><li>• Manage the project’s independent contractors’ deliverables, invoices, contract renewals</li><li>• Manage the Data Management &amp; Evaluation Team’s deliverables and invoices; team with them on bi-annual reporting requirements</li><li>• Coordinate the Diabetes Prevention Lifestyle Change Program to start being offered at FPCC<ul style="list-style-type: none"><li>○ Study the program structure</li><li>○ Recruit, coordinate training for, and supervise 1-2 Lifestyle Coaches to teach the program</li><li>○ Spread awareness of the program &amp; launch date to healthcare providers for referral purposes</li><li>○ Collect programmatic data (determined by the CDC) from Lifestyle Coaches and submit to the Data Management &amp; Evaluation Team</li><li>○ Inspire Lifestyle Coaches to be the best support staff to their participants as possible!</li><li>○ Serve as a representative on the Montana DPHHS Lifestyle Coach Network</li></ul></li><li>• Act as the liaison between the CDC (granting agency) and FPCC (awarded organization)<ul style="list-style-type: none"><li>○ Present progress toward goals at monthly check-in meetings with CDC Project Officer</li></ul></li><li>• Sit on the Montana Double SNAP Dollars Nutrition Incentive Program Steering Committee</li><li>• Maintain partnerships with interested local grocery stores to offer this nutrition incentive program</li><li>• Data tracking &amp; entry (with guidance from the Data Management &amp; Evaluation Team)</li></ul>			
<b>Skills/Qualifications for Success in the Position</b>			
<i>Soft Skills</i> <ul style="list-style-type: none"><li>• Ability to work within a deadline for reporting</li><li>• Multitasking and management of multiple independent contractors to help fulfil overall project goals</li><li>• Professionalism when dealing with different groups of people</li><li>• Self-starting work-ethic</li><li>• One who assumes personal responsibility over their roles</li><li>• Ability to adapt to changes</li><li>• Strong interpersonal communication, timeliness, organization, time management skills</li><li>• Ability to simultaneously hold multiple different worldviews with respect</li></ul>			



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- Task-oriented with a long-term planning focus (understanding how daily tasks fit in with overall goals)
- To able to learn a structured health program and then communicate the core values/purposes of it to inspire others
- Enjoys networking and partnering with other organizations and people
- Personable, friendly, sociable: Must be able to develop trust, friendship and good rapport with community members and professionals
- Must be able to remain professional and unbiased in advocacy of the Wellness Center operations, and for the health & wellness of the community
- Cleanliness of self and environment
- Must possess the genuine desire to better the health and wellness of the community

#### *Hard Skills*

- WRITING SKILLS: (e-mails, narrative descriptions of project accomplishments, reporting)
  - Ability to turn data and daily program efforts into a narrative for reporting to granting agencies
- Microsoft (Excel, Word, Powerpoint, Outlook), Google Drive (Docs, Sheets, Forms), and Adobe PDF applications
- GRAPHIC DESIGN (basic skills): The ability to create eye catching posters, designs, letterheads
- BUDGET MANAGEMENT: Ability to create/stick to a budget with each line item relevant to project goals
- Ability to create community surveys (asking the right questions to collect helpful information/data)
- Must have the physical, visual and auditory ability to perform the essential functions of the job
- TIME MANAGEMENT: Ability to familiarize with annual cycles of reporting, and act with foresight

#### **Work Experience (Preferred, not required)**

- Data input and reporting on findings
- Long writing projects (thesis, research projects, creative writing, etc.)
- 1-2 years managing a facility (fitness-gearred facility is a bonus)
- 2+ years managing people
- Involved in food systems or diabetes prevention work
- Professional experience working with both federal and tribal agencies
- 2+ years managing a budget
- EDUCATION/PROFESSIONAL BACKGROUND in health, wellness, food access, and / or diabetes, with a vested interest in traditional foods and culture

#### **Education Qualifications**

- Master's Degree preferred; Bachelor's required
- Certified CDC Diabetes Prevention "Lifestyle Coach" within 6 months of hire (dependent on availability of a training course)

**~All new applicants are subject to a Pre-Employment Drug Screening & Background Check~**