



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	<b>Submit the following for employment:</b> <ol style="list-style-type: none"> <li>1. Letter of Interest</li> <li>2. FPCC Application</li> <li>3. Resume'</li> <li>4. College Transcripts</li> <li>5. 3 Letters of Reference</li> </ol>	

**Job Description**

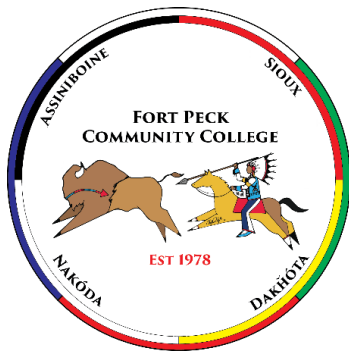
**Grant Management / Project Director: The Center for Disease Control & Prevention’s “Good Health & Wellness in Indian Country” program.**

This program is a 5-year grant-funded project (2019-2024) 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 (to join during mid-Y3 or beginning of Y4) is to lead the project toward its overall 5-year goals.

- Manage the project’s independent contractors’ deliverables, invoices, contract renewals
- Manage the Data Management & Evaluation Team’s deliverables and invoices; team with them on bi-annual reporting requirements
- Coordinate the Diabetes Prevention Lifestyle Change Program to start being offered at FPCC in September of 2022
  - Study the program structure
  - Recruit, coordinate training for, and supervise 1-2 Lifestyle Coaches to teach the program
  - Spread awareness of the program & launch date to healthcare providers for referral purposes
  - (After Sept 2022) Collect programmatic data (determined by the CDC) from Lifestyle Coaches and submit to the Data Management & Evaluation Team
  - Inspire Lifestyle Coaches to be the best support staff to their participants as possible!
  - Serve as a representative on the Montana DPHHS Lifestyle Coach Network
- Act as the liaison between the CDC (granting agency) and FPCC (awarded organization)
  - Present progress toward goals at monthly check-in meetings with CDC Project Officer
- Sit on the Montana Double SNAP Dollars Nutrition Incentive Program Steering Committee
- Maintain partnerships with interested local grocery stores to offer this nutrition incentive program
- Data tracking & entry (with guidance from the Data Management & Evaluation Team)

**Oversee FPCC Wellness Center Management (2 locations)**

- Supervise the gym managers of each FPCC Wellness Center (1 Wolf Point location, 1 Poplar location)
  - Understand inner workings of how the gyms run (create relationships with managers)
  - Weekly in-person check-ins, phone call/video check-ins as needed
  - Oversee Wellness Centers’ budget & expenditures account
  - Advise on management of part-time employees & training
  - Train new management as needed
  - Liaise member or staff concerns with FPCC
  - Serve as main contact person between FPCC staff/faculty and gym staff/members



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### **Skills/Qualifications for Success in the Position**

#### *Soft Skills*

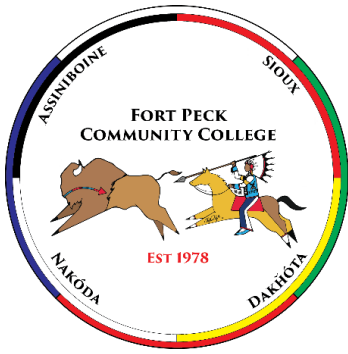
- Ability to work within a deadline for reporting
- Multitasking and management of multiple independent contractors to help fulfil overall project goals
- Professionalism when dealing with different groups of people
- Self-starting work-ethic
- One who assumes personal responsibility over their roles
- Ability to adapt to changes
- Strong interpersonal communication, timeliness, organization, time management skills
- Ability to simultaneously hold multiple different worldviews with respect
- 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



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#### **Education Qualifications**

- Master's Degree preferred
- Personal health & wellness practices 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~**