



## **POSITION DESCRIPTION**

### **The UGA Healthy Marriage and Relationship Education Project Manager**

**To Apply:** Go to the UGA job search website, <https://www.ugajobsearch.com/postings/320392> (Posting number S10476P).

#### **Job Overview**

This position is a classified position funded by a grant from the Administration for Children and Families, Office of Family Assistance (OFA) through the University of Georgia (UGA), College of Family and Consumer Sciences.

The **UGA Healthy Marriage and Relationship Education (HMRE)** Project Manager works under the supervision of Dr. Ted Futris, Professor in the Department of Human Development and Family Science and Principle Investigator/Project Director for the Family, Relationship, and Marriage Education Works (FRAMEWorks) grant-funded project. The project will integrate HMRE into existing services to improve healthy relationship and marriage skills and enhance the financial capability of committed couples across Georgia who are experiencing economic stress and are relationally vulnerable in order to enhance couple functioning, co-parenting and parenting quality, family stability, and adult and child well-being. This five-year project will disseminate HMRE services through 15 Dissemination Centers located in 14 counties and will reach at least 2,250 couples across Georgia.

The Project Manager demonstrates an advanced knowledge of the program and is responsible for managing multiple priorities in a team environment and developing and managing the program and its development. The Project Manager independently manages project progress and adapt work as required; establishes and maintains collaborative relationship with administrators, faculty, and staff; facilitates campus- community partnership efforts and communications; and coordinates trainings and technical assistance activities. The Project Manager also oversees the operations of the grant project; monitors operating costs and budget management; ensures program compliance with federal grant regulations, University policies, and Institutional Review Board (IRB) requirements; and prepares federal reports. The Project Manager will also evaluate program performance by monitoring program services, facilitating the documentation and regular review of performance measurement data, and working with the project team to ensure program fidelity. The Project Manager will also make presentations about the program to stakeholders and community partners, and perform other duties deemed necessary by the Project Director.

#### **Education, Experience, Licensure, and Certification required:**

A Bachelor's degree in human development and family studies, family and consumer sciences, social work, education or related field is required. Master's degree or at least four years of relevant experience preferred. A broad range of experience may be considered, including, but not limited to: managing grant funded projects; developing program resources; conducting educational programs, workshops and trainings with adult learners; facilitating community partnerships and capacity building initiatives; and working with state/federal social service agencies, universities and/or non- profit organizations.

#### **Required Advanced Knowledge, Skills, Abilities, and/or Competencies**

- Ability to communicate clearly and effectively.
- Excellent verbal and written communication and presentations skills.
- Experience working with adult learners.
- Demonstrate exceptional organization skills.
- Demonstrate professional behavior.
- Exhibits a high level of initiative.
- Ability to work independently and with multiple partners and stakeholders.
- Ability to work as a team member with all project partners and staff.
- Ability to plan and implement required project responsibilities.
- Experience assigning tasks and monitoring progress to ensure adherence with project needs and deadlines.
- Advanced word processing and basic data management skills.
- Ability to complete and process administrative and quality assurance paperwork, manage budgets, and prepare progress and fiscal reports.
- Available to travel and participate in overnight, out-of-town meetings and trainings as deemed necessary.

### **Preferred Qualifications**

- Demonstrated ability to coordinate the development and delivery of educational resources and trainings for professionals and families.
- Experience working with state/federal agencies, universities, and/or non-profit organizations.
- Knowledge of research and/or research-informed programming related to promoting healthy couple and marital relationships.
- Experience working with web-based technology.

### **Major Duties and Responsibilities**

- 40% **Program Administration.** Support the Project Director (PD) to ensure federal performance measures are met, as well as the strategic, programmatic, and technical integrity of the project. Facilitate the hiring of program staff (e.g., posting of job announcements, review and screening of applicants, scheduling and participating in interviews). Coordinate trainings and technical assistance provided to program staff and community partners. Coordinate and contribute to the development of project-related resources (e.g., training materials, operations manual), web-content and educational resource materials (e.g., fact sheets, brochures). Work with dissemination centers, program coordinators and the project evaluation team to facilitate program scheduling, implementation, and evaluation efforts. Work in collaboration with other UGA and project staff to fulfill administrative tasks and other responsibilities associated with the project.
- 30% **Monitoring and Evaluation.** Oversee the development and administration of a database management system designed to document recruitment, retention, attendance, and assessment progress data entered by program staff. Complete administrative and quality assurance paperwork. Aggregate, generate, and submit monthly, quarterly and semi- annual reports. Solicit, document, and review project team input/feedback. Respond to both internal and external ad hoc requests for data information.
- 20% **Fiscal Management.** Work with accounting to monitor and manage the project budget. Receive, review, and process all payments, travel reimbursements, and invoices related to project activities and program services. Ensure all project-related expenses are allowable and align with contract deliverables and annual workplan.
- 10% **Program Representation.** Coordinate and participate in regularly scheduled project team and partner meetings. Attend required partner team, OFA meetings, and conferences. Coordinate and present at community and state agency partnership meetings. Coordinate and participate in other meetings as needed.

### **Work Hours**

8:00 AM – 5:00 PM. Position will also require periodic evening and weekend work, out-of-state travel, and attendance at overnight, out-of-town meetings and conferences.

**Salary:** \$40,000 - \$54,000. Salary is based on education and years of experience relative to the position.

### **Administrative Relationships**

The UGA HMRE Project Manager is an employee of the University of Georgia College of Family and Consumer Sciences and works under the direction and leadership of Dr. Ted Futris as the immediate supervisor and Principal Investigator/Project Director.

### **Level of Independent Activity**

Activities and decisions are varied in nature, requiring the solving of both common and unusual problems. The scope of work and nature of products, trainings, and services delivered will be jointly determined by the project leadership team, community partners, and the federal funder. This position's supervisor should be consulted for clarification of policies as needed.

### **Special Instructions to Applicants**

This position will be based in Athens, GA at the University of Georgia. Some travel will be required which may involve nights and weekend work. Travel expenses will be reimbursed in accordance with UGA policies.