

POSITION TITLE: Project Manager
EMPLOYER: KDH Research & Communication
LOCATION (City, State): Atlanta, GA
WEBSITE: <http://kdhrc.com>

JOB DESCRIPTION

Position Number: PM-11-0002-B
Application Deadline: March 31, 2011
Position Start Date: Up to but no later than June 15, 2010

ABOUT KDH RESEARCH & COMMUNICATION

KDH Research & Communication (KDHRC) is a non-partisan, public health, and public policy research institution that develops and evaluates programs to improve the health and well-being of the nation's youth, families, and communities. Our development activities include the construction of interactive curricula, multimedia toolkits to build knowledge and skills, and new media to effectively communicate information. Our evaluation activities focus on the production and dissemination of objective and timely scientific information that addresses public health and public policy problems. KDHRC takes scholarship seriously and presents the results of our research in journal articles and research briefs and at top national conferences.

KDHRC has a broad portfolio of grants and contracts from the National Institute on Drug Abuse, the National Institute of Mental Health, the National Cancer Institute, and other agencies and organizations. We use this funding to work in our four program areas:

- **Drug Abuse Education and Prevention:** Investigates emerging trends in substance abuse and measures the effectiveness of social marketing, universal school-based prevention, and science education as methods to reach youth with persuasive information on the risks of illicit drug use.
- **Health and Science Literacy:** Explores creative approaches to help people access, understand, and apply health and science information to make protective decisions about their health and well-being.
- **Vulnerable Populations:** Develops, evaluates, and disseminates programs to improve the health and quality of life of children with special needs and their families, underserved communities, and other vulnerable populations.
- **Organizational Studies:** Identifies and studies strategies for public institutions and nonprofit organizations to deliver health and social services effectively.

KDHRC's office is located on Peachtree Street in vibrant Midtown Atlanta. We offer highly competitive compensation and benefit packages to our employees.

JOB POSITION RESPONSIBILITIES

Under the supervision of a principal investigator or program director, the project manager will manage the day-to-day tasks of one or more projects in KDHRC's Drug Abuse Education and Prevention program area. Projects in this program area, which consist of grants and contracts from the National Institutes of Health and similar public and private funders, focus on the

development and evaluation of research-based public health products and services, such as curricula, training programs, and websites in drug abuse education and prevention.

More specifically, the project manager will:

- Manage projects: Assist the program director in monitoring progress on projects, communicating with funders, and troubleshooting potential challenges. Help ensure the project progresses according to the project timeline. Assist with budget management.
- Manage the production of project materials in collaboration with the principal investigator, program manager, and other researchers on the project team. These materials typically include project reports, evaluation materials such as literature reviews, focus group guides, surveys, and protocols, and public health products, such as curricula, training guides, and websites.
- Manage the work of research assistants and other junior staff.
- Assist with writing successful proposals for funding
- Assist in writing academic briefs, and publishing journal manuscripts.

For this mid-level position, we strongly prefer applicants with experience working at a similar research institution, content knowledge or interest in the field of drug abuse education and prevention, and experience conducting research and evaluation tasks, such as site visits, in-depth interviews, survey design and administration, and data analysis.

JOB POSITION PROFESSIONAL SKILLS

- Ability to multitask under strict deadlines in a fast-paced environment and reprioritize when necessary.
- Strong interpersonal skills and the ability to work independently and as a team member.
- Strong analytic, problem-solving, and decision-making capabilities.

JOB POSITION QUALIFICATIONS

Qualifications for this position include: 1) a masters in public health, public policy, psychology, economics, or a related social science field, or equivalent experience in a research organization similar to KDHR; 2) at least two years experience with project management, program development, and/or research and evaluation tasks; and 3) excellent writing abilities and analytic skills.

TO APPLY

To apply for this position, send your resume and a cover letter that clearly discusses your experience and its applicability to the position to careers@kdhrc.com. Your email must include the position title and position number in the email subject line. The application deadline is March 31, 2011. KDHR will consider all qualified applicants for employment without regard to race, color, religion, sex, or national origin. No telephone calls, please.