

**EASTERN PLAINS COUNCIL OF GOVERNMENTS
JOB DESCRIPTION**

**Program Director
Rural Opportunities Opioid Response Program**

Summary of Position:

Must be able to work independently under the supervision of the Deputy Director serving four counties out of the seven-county region of the Eastern Plains Council of Governments (EPCOG). This position requires that the employee perform technical assignments including project management, research, data analysis, oral presentations, project management, implementation of plans, assisting the Eastern NM Care Support Consortium, assisting Eastern NM United Way, and other duties as they relate to the position and the Human Resources & Services Administration (HRSA) grant. This is an FSLA-exempt position.

Reports directly to the Deputy Director.

This position has contact with other organization employees, public officials, funding agencies, state agencies, public and private agencies, and the public.

Salary: \$45,000 (exempt)

Benefits: Retirement (after one year of service); paid vacation/sick leave; health, dental, and vision insurance; very flexible work schedule.

The position is on-site and hybrid. The site address is 418 Main St., Clovis, NM 88101.

Accepting Application: 08/16/2022 – 10/12/2022

Decision made by: 10/19/2022

Start Date: 11/01/2022

Email application to:

Vincent M. Soule

Deputy Director

vsoule@epcog.org

Essential Duties and Responsibilities:

1. Implement the work plan of the Eastern NM Behavioral Health Care Support Consortium in accordance with the HRSA grant.
2. Oversee the performance of the Eastern NM Behavioral Health Care Support Consortium and United Way of Eastern NM.
3. Provide accurate reporting on program activities and progress.
4. Provide technical assistance to the region of the HRSA grant.
5. Prepare reports for the EPCOG board, the HRSA partners, and the public as necessary.
6. Manage public meetings as necessary.
7. Maintain records in accordance with applicable state and federal laws/regulations.
8. Participate in community, civic, and social events relevant to the job.
9. Ensures that EPCOG and its mission, programs, and services are consistently presented in a strong, positive image to relevant stakeholders and the public.
10. Travel, often extensive, is required.
11. Other duties assigned as they relate to the position.

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Qualifications

- Education: Preferably a bachelor's degree in business, psychology, sociology, or a related field
 - An equivalent combination of education, experience, and training that provides the required knowledge, skills, and abilities may be accepted.
 - Additional licensures are a plus.
 - Bilingual in Spanish and English a plus.
- Must have excellent organizational skills.
- Must be experienced at managing and overseeing projects.
- Must be detailed orientated.
- Knowledge of and experience in government programs (state and federal).
- Proficient computer skills.
- Experience in organizing and facilitating boards, committees, and public meetings or hearings.
- Must have good organizational skills and be able to multitask.
- Excellent in Microsoft Office programs (Word, Excel, PowerPoint)
- Knowledge and experience with spreadsheets and data management.
- Must possess excellent communication skills (oral and written) and interpersonal communication skills.
- Must have proficient public speaking skills.
- Must maintain working relationships with public and private organizations, agency employees, and the public.
- Must be willing to learn and develop for the position.
- Must have a valid NM Driver's license and insurable driving record.