



MISSISSIPPI STATE DEPARTMENT OF HEALTH

The MS State Department of Health, Opioid and Substance Use Disorder Program, is seeking to fill one (1) Project Manager I position. This is a first-level Project Management coordinator accountable for developing, administering, and monitoring parts or components of agency projects. Responsible for assisting in project planning, monitoring the operation of program activities, and supervising project goals and objectives. Responsibilities may also include assisting in identifying appropriate resources needed; developing project plans, timelines, and accountabilities; and measuring project outcomes. Employees maintain liaison with agency divisions, outside organizations, and the general public.

The Project Manager I will serve as a liaison to the RMOUD-MS Project Director to ensure grant goals and objectives are met. Duties include coordinating RMOUD-MS grant activities; developing and revising state policy and procedures; developing, reviewing, and revising subrecipient contracts; and participating in sustainability planning.

Salary Range: \$43,509.31 – \$54,386.64

Location: Jackson metro area

Qualifications: Bachelor's degree and 2-4 years of experience. Knowledge of substance use disorder, superior verbal and written communication skills, and ability to guide staff and effectively manage large projects are preferred.

How to Apply: interested applicants should submit: 1) Cover letter indicating the title and location(s) for the area in which he/she is applying; 2) *State of Mississippi Employment Application* (<http://www.mspb.ms.gov/media/6595/application%20word%20template.pdf>) and resume to:

Mississippi State Department of Health
Office of Human Resources
Attn: Opioid and Substance Use Disorder Program
P.O. Box 1700 Jackson, MS 39215
Fax: (601) 576-8067

To learn more about the Mississippi State Department of Health, please visit our website @ <http://www.msdh.state.ms.us/>.

MSDH is an Equal Opportunity Employer