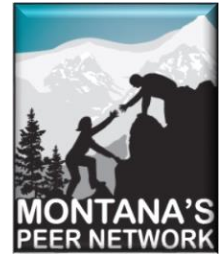


# Montana's Peer Network

109 East Lewis Street  
Livingston, MT 59047  
406-551-1058 [www.mtpeernetwork.org](http://www.mtpeernetwork.org)



Job Description: Project Director

- This position is a full time salaried position
  - Salary range is \$38,000-\$45,000
  - Flexible days and hours -create your own work schedule
  - 2 weeks' paid vacation and 11 paid holidays per year
  - Extensive training package
  - Wellness Program
  - Company cell phone and laptop
- Project management of the STR (state targeted response) Opioid Project for Peer Services (statewide)
  - Previous project management required
  - Work effectively as part of a team and in conjunction with other organizational projects
  - Display effective leadership skills
- Previous experience facilitating presentations and or trainings
  - Must be able to plan, organize, coordinate and deliver various peer support recovery trainings and presentations statewide
  - Achieve project goals and objectives in accordance with the STR Opioid Project contract or as directed
  - Develop continuing education trainings as needed
  - Be able to work independently at times
- Strong communication skills are required
  - Provide hands on consultation and technical assistance to agencies, stakeholders and organizations statewide on the development and implementation and best practices of peer services
  - A high level of computer skills is required (e.g. Word, Excel, Outlook, Publisher, Outlook, video conferencing, social media)
  - Coordinate and lead meetings
  - Deliver presentations and trainings effectively
  - Efficiently collect data that demonstrates effectiveness of project

- Travel across Montana to sites will be required for this position
  - Reliable vehicle with driver's license and required insurance
  - Company reimbursement for mileage at state rate
- The Project Director;
  - Will report to the Executive Director
  - Must be willing to publicly self-identify as being in recovery from a mental health, substance abuse or addiction diagnosis
  - Must maintain long term stable recovery
  - Previous experience in peer support services is required
  - Be able to take direction, be prompt, complete tasks as assigned
  - Will uphold the policies, procedures, philosophy and goals of the organization