



POLICE  
ASSISTED  
**ADDICTION  
& RECOVERY**  
INITIATIVE

**Job Title:** Hub Manager

**Reports to:** PAARI Executive Director Allie Hunter and PCO Chiefs Advisory Board Liaison Chief Joe Perkins

**Job Summary:** The Hub Manager will be responsible for administrative and project management of a new initiative to implement a “hub model” throughout Plymouth County to expand access to behavioral health services for individuals identified as being at acutely elevated risk due to substance use, mental health issues, or other risk factors. This position is an exciting opportunity for a high-performing individual with outstanding project management skills and a strong sense of initiative to play a critical role in a new county-wide collaboration. The Police Assisted Addiction and Recovery Initiative (PAARI) is the lead grant agency overseeing this project and position, in close coordination with the Plymouth County Outreach Chiefs Advisory Board. This position is based in Plymouth, MA and requires regular travel throughout Plymouth County.

**Responsibilities:**

- Develop strategic and project work plans and oversee project administration and implementation
- Establish and maintain productive and effective relationships across diverse sectors of the community, including law enforcement, partner organizations, municipal leaders, etc
- Coordinate workshops, trainings, and all program-related training and technical assistance
- Convene regular stakeholder meetings to discuss project implementation and outcomes
- Establish partnerships across diverse sectors of the community
- Work with partner organizations and departments to develop information sharing and communications plan
- Work with research partner to manage data systems and ensure data is accurate and up to date
- Assure timely report submissions and respond to requests for data, reports, and information
- Ensure that the program is in full compliance with regulations and expectations
- Work with program evaluation partners to manage program evaluation and continuous improvement
- Manage program budget to maximize resources and ensure alignment with approved spending
- Work alongside and in coordination with other PAARI and Plymouth County Outreach employees and programs, including working with PCO Program Coordinator and Operations Supervisor, each of whom reports to the PCO Chiefs Advisory Board
- Coordinate any other matters related to the management and implementation of the PCO Hub

**Qualifications:**

- 3 or more years of experience in program management and implementation
- Grant management experience, including budget management and grant reporting
- Demonstrated ability to organize, coordinate, and collaborate with cross-sector programs
- Highly self-motivated, superior interpersonal skills, and ability to function in a team atmosphere
- Knowledge of Plymouth County and area services preferred
- Strong computer and internet skills, including proficiency in Microsoft Excel
- Excellent written and oral communication skills, including presentation skills
- Strong organizational and administrative skills and attention to detail
- Flexibility, resourcefulness, positive attitude, strong work ethic, and ability to solve problems

- High integrity, sound judgment, and ability to maintain confidentiality
- Demonstrated ability to work with diverse populations
- Commitment to PAARI and PCO's values and mission
- Valid driver's license and regular access to a vehicle

**How to Apply:** This is a full-time, salaried position based out of PAARI's Plymouth Office, 225 Water Street, Plymouth, MA 02360 with regular travel throughout Plymouth County. The compensation package for this position includes health insurance, including dental and vision, 120 hours paid time off, 401k with employer match, life insurance, professional development, and an annual salary of \$50,000-75,000, based on experience. Please submit a resume and cover letter in PDF format to [info@paarius.org](mailto:info@paarius.org) with "Hub Manager" and your full name in the subject line. We encourage candidates to apply as soon as possible. PAARI is an equal opportunity employer. Individuals with relevant lived experience are encouraged to apply. This is a 5-year grant funded position and will be a PAARI employee at-will. No phone calls please.