



**Job Summary:** PAARI has an immediate opening for a full-time Program Operations Manager to join our team. The Program Operations Manager is a key position responsible for daily coordination and administration of all operations of assigned PAARI programs, including providing support for two Recovery Corps programs, as well as the Executive Director. The Program Operations Manager will oversee the continuation of a project in Massachusetts with 25 AmeriCorps members and the launch of a new project to place 17 AmeriCorps VISTA members in police departments across the country to build the capacity of law enforcement agencies that create non-arrest pathways to treatment and recovery. The Program Operations Manager is a mission-driven, tech savvy individual who thrives in a fast-paced startup environment, managing multiple projects efficiently and effectively. They must have strong administrative and organizational skills, a strong sense of initiative, and work well independently and as part of a team.

**Reports to:** PAARI Executive Director Allie Hunter

**Responsibilities:**

- Responsible for all operations of assigned PAARI programs, with a large focus on project administration and implementation of PAARI's two Recovery Corps programs
- Maintain files, conduct criminal history checks, approve timesheets and reimbursements, and coordinate logistics for orientations, trainings, and events, ensuring that programs are in full compliance with funder regulations and expectations
- Lead recruitment, selection, and onboarding process for 30+ AmeriCorps members each year
- Maintain positive relationships with police departments, host site supervisors, and other partners
- Work with Program Evaluation Coordinator to maintain accurate and timely data collection, assure timely report submissions, and manage program evaluations
- Support Executive Director and assist with scheduling, coordinating travel, developing presentations, managing correspondence, taking meeting minutes, and other tasks as needed
- Provide operational and logistical support for PAARI events
- Directly supervise AmeriCorps members, interns, and volunteers as needed
- Coordinate any other matters related to the implementation of PAARI programs

**Qualifications:**

- 3 or more years of experience in a project management or operations role
- Demonstrated ability to build strong, productive relationships with diverse individuals and organizations to achieve common goals; team player
- Exceptional oral and written communications; friendly, poised, professional
- Exceptional organizational skills and attention to detail
- Skilled multi-tasker comfortable in a fast-paced environment with multiple deadlines; ability to work well under time constraints
- Flexibility, resourcefulness, positive attitude, and ability to anticipate needs and solve problems
- High integrity, sound judgment, and ability to maintain confidentiality
- Ability to plan and execute projects simultaneously and independently
- Strong computer and internet skills, competency with Google Drive and Google Calendar preferred
- Ability and willingness to travel within and beyond Massachusetts; valid driver's license and access to a vehicle required
- Ability to work flexible hours, including some evenings and weekends
- Grant management experience a plus
- Previous AmeriCorps experience a plus
- Commitment to PAARI's mission and comfortable as an ambassador of PAARI's mission



POLICE  
ASSISTED

**ADDICTION  
& RECOVERY**  
INITIATIVE

**JOB DESCRIPTION:  
Program Operations Manager**

**How to Apply:** This is a full-time, salaried position that can be based out of PAARI's Boston Office, 253 Amory Street, Boston, MA 02130 or Plymouth Office, 225 Water Street, Plymouth, MA 02360. 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 \$45,000-60,000, based on experience. Please submit a resume and cover letter in PDF format to [info@paariusa.org](mailto:info@paariusa.org) with "Program Operations Manager" and your full name in the subject line. We are looking to fill the position immediately and encourage candidates to apply as soon as possible. PAARI is an equal opportunity employer. Individuals with relevant lived experience are encouraged to apply. No phone calls please.

**About PAARI:** The Police Assisted Addiction & Recovery Initiative (PAARI) is a nonprofit organization with a mission to help law enforcement agencies nationwide create non-arrest pathways to treatment and recovery. Founded alongside the groundbreaking Gloucester Police Department Angel Initiative in June 2015, PAARI has been a driving force behind this rapidly expanding community policing movement. We provide technical assistance, coaching, grants, and other capacity-building resources to more than 450 police departments in 33 states. PAARI and our law enforcement partners are working towards a collective vision where non-arrest diversion programs become a standard policing practice across the country, thereby reducing overdose deaths, expanding access to treatment, improving public safety, reducing crime, diverting people away from the criminal justice system, and increasing trust between law enforcement and their communities. Our programs and partners have saved thousands of lives, changed police culture, and reshaped the national conversation about the opioid epidemic. Learn more at [www.paariusa.org](http://www.paariusa.org).