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## **JOB DESCRIPTION**

**JOB TITLE: IDDAP Project Manager**

**DEPARTMENT: IDDAP**

**HOURS: 40**

**DATE: 6/17/2020**

### **SUMMARY OF ORGANIZATION:**

Since 1989, Community Research Initiative (CRI) has sponsored community-based research on HIV/AIDS and other infectious diseases. In addition to its research program, CRI operates the Infectious Disease Drug Assistance Program (IDDAP) under contract with the Massachusetts Department of Public Health (MDPH) and the Boston Public Health Commission (BPHC). This program, funded by both federal and state dollars, is one of the most comprehensive programs of its kind in the country, and provides access to HIV-related and other medications to under- or uninsured clients through the HIV Drug Assistance Program (HDAP). The program also provides health insurance for individuals with HIV/AIDS who are otherwise unable to access coverage through its comprehensive Health Insurance Initiative (CHII). HDAP and CHII are key programs within the larger umbrella of IDDAP programs, including covering the cost of tuberculosis drugs in the TB Drug Assistance Program (TBDAP); and HIV prevention programs such as the Pre-exposure Prophylaxis Drug Assistance Program (PrEPDAP) and non-Occupational Post-Exposure Prophylaxis Program (nPEP).

### **JOB SUMMARY:**

The IDDAP Project Manager will be responsible for working across multiple programs within the organization to manage tasks, schedules, and deliverables. The Project Manager will work closely with senior and program managers and coordinate across teams throughout the organization. The Project Manager will be assigned to special projects within IDDAP, including in HDAP, TBDAP, PrEPDAP and nPEP and other programs.

### **QUALIFICATIONS:**

#### **EDUCATION:**

Bachelor of Arts or Bachelor of Science degree preferred. Relevant experience may be substituted for academic degree.

#### **EXPERIENCE:**

Job experience with a proven record of success in nonprofit program development and operations, human services, health care and/or public health. Experience and/or interest in HIV/AIDS, infectious disease, public health programs, the Affordable Care Act and other health insurance policies and programs, and community-based services a plus.

**SKILLS NEEDED/OTHER:**

Excellent interpersonal and oral/written communication skills. Ability to work with individuals and teams in a fast-paced environment while handling multiple priorities.

Strong organizational skills. Ability to work under pressure and adhere to deadlines. Ability to work as part of a team as well as complete tasks independently. Basic proficiency in Microsoft applications including Excel, Word, and PowerPoint required. Strong interest in learning about and researching data for new and current programs, as well as in infectious diseases. Knowledge of and familiarity with public and private health insurance programs and other benefits and entitlement programs a plus.

**ACCOUNTABILITY:**

This position reports to the IDDAP Director of Operations.

**ESSENTIAL DUTIES & RESPONSIBILITIES:****Project Management**

- Assists Executive Director, IDDAP Program Director, Director of IDDAP Operations, Manager of Data Analytics and Program Evaluation, and program managers with various programmatic and organizational needs and projects
- Develops project plans with goals and deadlines and ensures targets are met
  - Prioritizes tasks based on need and programmatic deadlines
- Coordinates, schedules, prepares, facilitates, and participates in relevant meetings
- Takes meeting minutes, tracks action items, and coordinates projects/tasks accordingly
- Conducts projects with a focus on communication, cross-team collaboration, and accountability
- Uses workplans, planners, and other tools for tracking and ensures all deliverables are met/re-prioritized as necessary
- Acts as project liaison between CRI and relevant clinical sites, pharmacies, insurers consultants/vendors, and other agencies as needed
- Assists with data collection tools and methods as related to relevant projects
- Works with the IT/data teams as necessary in supporting relevant functions. Maintains close communication with both teams for relevant topics/projects
- Provides general administrative support to IDDAP and CRI

To apply, please email a cover letter and resume to IDDAP Director of Operations, Randie Kutzen, at [jobs@crine.org](mailto:jobs@crine.org)

**CRI IS AN EQUAL OPPORTUNITY EMPLOYER:** CRI is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, gender, religion, national origin, disability, veteran status, age, marital status, sexual orientation, gender identity, genetic information, or any other class protected by federal or state law (EEO/AA).