

Job Description Draft

Job Code: Project Manager

Harvard Medical School

Draft job posting – if you are interested please email your CV and cover letter with patel_assistant@hms.harvard.edu with the subject line ‘Interest in EMPOWER Project Manager’ and we will add you to a list to be notified with more information when the formal posting for this position goes live.

Job-Specific Responsibilities

The mission of the GMH@Harvard Initiative is to foster a collaborative and cross-disciplinary academic community dedicated to transforming the mental health of the world’s population through education, research, innovation, and engagement. EMPOWER is a not-for-profit effort of Harvard Medical School’s GlobalMentalHealth@Harvard Initiative and is situated in the Mental Health for All Lab Research Program in the Department of Global Health and Social Medicine at Harvard Medical School. EMPOWER is working to identify new practices for the mobilization of new coalitions and partnerships to address the urgent lack of skilled human resources to deliver mental health care globally.

The Project Manager performs a variety of tasks to support the fast-paced and growing EMPOWER program. The individual will work as part of a team and provide day-to-day oversight of the multiple EMPOWER workstreams in the US, India, the UK and future collaboration sites. This position reports to Professor Vikram Patel. The responsibilities of this position are broad, spanning multiple time zones and working with multiple organizations.

Project Management (40%)

- Coordinates EMPOWER’s day-to-day activities under the program’s faculty leadership
- Responsible for writing and preparing presentations that outline EMPOWER’s strategic plans
- Building and expanding EMPOWER’s partnerships with key stakeholders, building and maintaining productive relationships with current and potential funders, representing EMPOWER in relevant meetings
- Responsible for developing and implementing administrative systems, procedures for onboarding and training new staff, procedures for initiating new gifts, grants, and research awards
- Facilitates new contracts and agreements with vendors, consultants, and formal collaborators, working closely with Department and HMS administrative leadership
- Project main point of contact for vendors, research and implementation experts, and current and future funders

Research (20%)

- Contribute to the writing of regulatory documents, research protocols, study interventions, data analyses, evaluation assessments, and research outputs
- Supervise research staff in the development and submission of regulatory approvals, IRB approvals, and other documentation required at Harvard and collaborating EMPOWER

implementation sites.

- Coordinate the preparation and submission of project progress reports to funders, Advisory Board members, Science Council, partners, and other stakeholders.

Communications (20%)

- Responsible for coordinating communication with EMPOWER research and implementation teams, Advisory Board and Science Council clinical experts, funders, institutional review boards (IRBs), and project governance boards in the US, and globally (primarily India and UK),
- Responsible for high volume of emails and inquiries pertaining to program needs.
- Responsible for development and execution of communication plans for new funding opportunities, educational programming, and events.
- Oversees staff ensuring regular website upkeep and management
- Responsible for writing and preparing pre-meeting briefings, funding proposals, and status reports for collaborators, funders.

Supervision (10%)

- Provide supervision of research assistants who are conducting research summaries to inform content development, revising instructional content, translating content where necessary, tracking learner progress within the platform, and developing program protocols
- Recruit, onboard, provide supervision and mentorship, to research staff, student research assistants, and post-doctoral fellows working on the multiple EMPOWER workstreams.

Financial Management (10%)

- Develops budgets and budget justifications, tracks expenses for project accounts and keeps program leadership abreast of remaining funds for projects.
- Support the Department administrative and grants management with the preparation and submission of expense reports and financial documents to funders

Basic Qualifications: Masters degree in a public health or related field preferred. At least five years of relevant work experience.

Additional Qualifications and Skills: Demonstrated interest in the mental health field and prior education or work experience managing multiple stakeholder groups including community organizations or health care providers. Experience coordinating global health research and initiatives in collaboration with multiple institutions. Outstanding organizational and communication skills. Ability to work collaboratively and with individuals from diverse backgrounds. Self-directed and ability to lead a team and supervise staff and students. Ability to adapt and remain flexible in a changing environment.