JOB DESCRIPTION

**JOB TITLE: Post Doc Program Manager (1 FTE)**

**REPORTS TO: Chief Program Officer**

**FLSA STATUS: Exempt**

**LOCATION: Primarily Remote; Occasional travel throughout Mass. required**

**SALARY RANGE: $65,000-$85,000**

**Main Function:**

The Post Doc Program Manager is primarily responsible for supporting the programmatic and research efforts of the MACGH. This would include the collection, analysis, interpretation, and dissemination of science-based data concerning responsible gambling, addiction and cannabis, program evaluation and reporting. This role will report directly to the Chief Program Officer and will function as part of a team including the Director of Research Services and the Director of Recovery Services.

**Essential Job Function:**

* Work with the Director of Research Services to develop a program to inform Mass. Council staff and stakeholders of recent research within fields of responsible gambling, problem gambling, sports gambling, cannabis, and other behavioral health issues to improve programs and materials, raise public awareness, and secure grants.
* Refine/develop evaluation tools to measure outcomes of Mass. Council programs to improve effectiveness and move toward recognized model programs, such as exist within the Substance Abuse and Mental Health Services Administration’s (SAMHSA) National Registry of Evidence-based Programs and Practices (NREPP).
* Conduct literature reviews and help perform primary research on behalf of outside contracted agencies and the GameSense program.
* Support the MACGH program and research needs as outlined in the contracts with the Massachusetts Cannabis Control Commission, Massachusetts Gaming Commission, and other funding bodies.
* Contribute to the management and reporting on deliverables of grant funded work.
* Present at regional and national conferences on behalf of Mass. Council on matters related to scope of work.

**Requirements:**

Master’s degree in psychology, public health, public policy or related discipline required; Doctoral degree preferred. Preference will be given to candidates with a strong background in addiction.

The successful candidate will have excellent communication and writing skills. Candidates should excel at working collaboratively with other staff in a team environment. Experience in public health or addictions state systems, gambling, grants writing, grants application and scholarly manuscript preparation is desirable. The majority of the work will be done remotely.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands; reach with hands and arms and talk or hear. The employee must regularly lift and/or move up to 25 pounds.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

The Massachusetts Council on Gaming and Health is an equal opportunity employer. We encourage all qualified individuals to apply for positions regardless of race, color, religion, sex, sexual orientation, national origin, age, disability, or any other legally protected status.