

## REQUEST FOR APPLICATIONS (RFA)

### 988 Project Evaluator and Operations Coordinator 20-40 hours per week

The Department of Mental Health is seeking to establish a service contract for the services of 988 Project Evaluator and Operations Coordinator for the **988 Fiscal Year 2025 Cooperative Agreement to Improve Local 988 Capacity. This contract will be a two- and half-year term agreement. Payment will only be made for hours worked.**

**The term of the contract shall be a two (2.5) year agreement with funds available for renewal through December 2026 at the time of contracting. Payment and performance obligations for succeeding fiscal periods are available through appropriation of funds. The rate of pay shall be \$37.00 per hour.**

This contractual position is available in the Mississippi Department of Mental Health. The Department of Mental Health certifies, provides, and/or supports a network of services for people with mental illness, intellectual/developmental disabilities, and substance use disorders. The **988 Project Evaluator and Operations Coordinator** will provide outreach and develop formal relationships with partners to include 911, Mobile Crisis, and first responders; researching and implementing best practices for crisis care coordination and data tracking; and developing reports and overseeing internal data related to this project. The coordinator will oversee all collection, management, analysis, and storage of data; evaluate effectiveness of program objectives; and prepare reports for Project Directors using quantitative and qualitative analysis. The coordinator will also fulfill various duties and responsibilities and work closely with project managers to create comprehensive action plans concerning resources, budgets, All and timeframes for projects.

#### **Scope of Services**

**Primary job duties for the incumbent will include, but are not limited to the following:**

- Participate and lead project meetings.
- Develop meeting agenda and materials appropriate for the project goals.
- Maintain and update a stakeholder relationship inventory, including organizing the details for any reporting.
- Plan and manage team goals, project schedules and new information.
- Identify and research information about key stakeholder groups, including identifying effective strategies to reach these audiences.
- Gather data for SAMHSA reporting
- Support the Project Director in coordinating meetings and executing project activities.
- Serve as the Project Evaluator
- Oversee all collection, management, analysis, and storage of data; evaluate effectiveness of program objectives; and prepare reports for Project Director using quantitative and qualitative analysis.
- Essential skills for a project coordinator
- Communication: Excellent verbal and written communication skills are essential to work closely with team members and managers, and effectively manage problems as they occur.

- Leadership: As the primary point of contact for team members, you must be able to provide guidance, feedback, and encouragement for achieving goals.
- Organization and time management: Managing the daily activities and needs of an entire team requires an excellent ability to multitask and effectively manage your time.
- Computers and data entry: Budgets and other important documents for companies are usually created on computers and sometimes maintained in databases.
- Problem-solving: Although project managers may step in to handle significant problems, you should be prepared to work through and resolve minor issues without assistance.
- Positive attitude: Generally, a positive outlook makes it easier to handle the stress of unexpected challenges and also helps the entire team stay positive and motivated.

**Minimum Educational/Experience Requirements**

Master's degree from an accredited institution and five years of experience in a health-related experience. Preference will be given to candidates with experience managing grants.

**Skills and Knowledge Required:** Thorough understanding of evaluation and evidence-based programming; experience in high-level program management including personnel management and budgeting; good negotiation skills; and competency in using Microsoft Office Suite products.

**Salary:** \$37 per hour

**Schedule:** This position is allowed a flexible schedule within a Monday – Friday, 8:00 am – 5:30 pm, framework and a minimum of 20 hours each week.

The Mississippi Department of Mental Health provides equal employment opportunities to all employees and applicants for employment.

All submissions must be sealed in an envelope and plainly marked on the outside of the envelope: 988 Project Evaluator and Operations Coordinator. The deadline for receiving resumes is 1:00 p.m. CST on June 4, 2024, at which time they will be reviewed and matched with the criteria stated in the RFIN documents. Resumes received after the specified time may be rejected and returned to the offeror unopened.

Address all submissions to:  
Mississippi Department of Mental Health  
Attention: MarQuaita Lampkin  
239 North Lamar Street, Suite 1001  
Jackson, MS 39201

The Department of Mental Health reserves the right to waive minor informalities and to reject any and all offers.