



Position: Project Manager, Section 1115 Reentry Waiver Coalition
Employer: Missouri Appleseed
Reports to: Director of Public Health Policy
Start Date: February 17, 2025
Location: Remote, but must be based in Missouri

Salary: \$60,000--\$65,000, commensurate with experience

Benefits: \$4,000 healthcare stipend

Hiring Organization

Missouri Appleseed believes all Missouri families deserve the opportunity to thrive. Through advocacy, research, and education Missouri Appleseed works to improve the systems and policies at the intersection of public health, criminal justice, and child welfare.

Project Manager Description

Missouri Appleseed seeks a qualified candidate to manage a nascent coalition of stakeholders and decisionmakers in support of the Missouri Department of Social Services' submission of a Section 1115 Reentry Opportunity Waiver. This candidate will support Missouri Appleseed's research, advocacy, and education efforts on behalf of the Section 1115 waiver. Qualified candidates for this role must have experience in data collection and evaluation, large group facilitation, and community outreach; experience applying for and/or navigating Medicaid and MO HealthNet; and experience working with formerly or currently incarcerated individuals. The ideal candidate will be highly collaborative, professional, and reliable. This is a two-year grant funded position with the potential to continue employment at the end of the grant.

Responsibilities

- **Manage coalition communications and relationships.** The Project Manager will build and maintain relationships with existing and new partners through regular calls and check-ins.
- **Organize and implement education, outreach, and focus groups.** The Project Manager will create and present educational materials for partners. They will hold four focus groups across the state with formerly incarcerated individuals and community stakeholders on reentry and Medicaid.
- **Assist in planning a statewide convening in Spring 2025.** The Project Manager will help create educational materials and manage administrative and logistical tasks for the convening.
- **Collect stakeholder feedback to write a report to the state.** The Project Manager will collect feedback to write a report that Missouri Appleseed will submit to the state.
- **Grant management.** The Project Manager will provide timely and track grant progress.
- **Support the Medicaid Enrollment in Missouri Jails project.** The Project Manager will assist with jails trainings for the Medicaid in Missouri Jails program.
- **Other duties as assigned.**

Preferred Qualifications

- Lived experience with incarceration, either personally or through a close family member/friend.
- 3+ years' experience leading grassroots organizations or community coalitions.





Required Qualifications

- Excellent verbal and written communication skills with high attention to detail. Proficient in Microsoft Office Suite, Google Suite, and online collaboration/community organizing tools (including Zoom, Microsoft Teams, Doodle, and others).
- Exceptional interpersonal skills, level of accountability, and follow-through.
- Demonstrated skill in building and maintaining relationships with partners based on mutual trust. Experience navigating diverse partners in a high-stakes environment.
- Demonstrated leadership in a group setting. Ability to set collective goals, track progress, and evaluate outcomes.
- Commitment to ongoing learning and problem solving. Able to complete independent reading and research on developments in Medicaid policy.
- Ability to work independently and manage up. Missouri Appleseed has a single shared office located in St. Louis but the majority of our work is done remotely.
- Experience working with and/or applying for state benefit programs (e.g., Medicaid, SNAP).
- Ability to travel long distance four times/year with access to a personal vehicle for travel.

To Apply: Please send resume, cover letter, and contact information of three references to Mary Quandt, Director of Public Health Policy, at mquandt@appleseednetwork.org. Missouri Appleseed will accept applications for this position through February 15, 2025.

