



NATIONAL HELPLINE: Call or Text 1-800-522-4700 or visit ncpgambling.org/chat

NCPG Program Manager

About NCPG

The National Council on Problem Gambling (NCPG) is the national advocate for programs and services to assist people with gambling problems and their families. Our mission is to lead state and national stakeholders in the development of comprehensive policy and programs for all those affected by problem gambling. Our vision is to improve health and wellness by reducing the personal, social and economic costs of problem gambling. NCPG does not take a position for or against legalized gambling.

This job requires that employees be fully vaccinated against COVID-19 as a condition of employment. We provide reasonable accommodations where legally required, including accommodations for medical conditions and sincerely held religious beliefs.

Position Overview:

The Program Manager will sustain and strengthen NCPG's programs, providing leadership and expertise in the areas of problem gambling prevention, education, treatment, responsible gambling, research and recovery.

The Program Manager is a fully remote position except for travel to conferences, events, etc., in direct relation to the position.

Essential Job Functions

1. Build and maintain relationships with partners with the purposes of strengthening and growing NCPG problem gambling and responsible gambling programs.
2. Serve as the content lead responsible for planning, operations, and reporting on NCPG problem gambling and responsible gambling programs as assigned, including the Responsible Gambling Verification (RGV) Program and the Internet Compliance Assessment Program (iCAP). Work with other staff to facilitate marketing and promotion of these programs as appropriate.
3. Support lead staff for other NCPG programs such as Problem Gambling Awareness Month, Gift Responsibly Campaign, National Problem Gambling Helpline Network and others.
4. Develop and refine metrics to track program performance and pursue best practices.



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5. Develop informational materials such as research briefs, articles, white papers and reports on NCPG program areas as well as emerging and critical topics within the fields of problem gambling and responsible gambling.
6. Research and identify opportunities for new programs and services.
7. Support NCPG program-related advocacy, communications, fundraising and membership efforts.
8. Represent NCPG at conferences, trainings and professional events as assigned
9. Assist with National Conference program themes, tracks and presentations.
10. Serve as staff liaison to Committees as assigned.
11. Other duties as assigned.

Key Qualifications

- Bachelor's degree ideally in a behavioral health or public health related field
- 3+ years of program development, support and management
- Extreme attention to detail
- Strong interpersonal skills a must
- Experience working with a wide range of partners strongly preferred
- Basic knowledge of problem gambling and responsible gambling a plus
- Tech Skills:
 - Proficient in all aspects of Microsoft Office
 - Competent with Zoom, Teams and other virtual collaboration programs
 - High level of independence navigating and learning new software programs and online platforms

Compensation

Salary range: \$55,000-\$65,000

Competitive benefits include health, vision and dental coverage, retirement benefits, paid vacation, remote work and flexible scheduling.

How to Apply

Interested candidates should send their resume and cover letter to Tracey Jones, PNP Staffing Group tjones@pnpstaffinggroup.com.