

Germantown Prevention Coordinator

Reports to: Associate Director

Program: Prevention

Classification: Part time, 20 hours/week

Job Summary

Ensure that residents of Germantown have comprehensive ATODA services available to them, which will assist in the development of a healthy community. This position has a special emphasis on preventing youth substance abuse in the Germantown Community.

Essential Functions

1. Develop measurable AODA programmatic outcomes and maintain statistical record keeping for evaluation, fund development and marketing purposes.
2. Develop, maintain and support Germantown youth and adult Community Coalitions (ex. Youth Futures) including regularly sharing information, participating in programs/services and/or advocating for change in the area of underage drinking/substance abuse.
3. Provide support for the expansion of research-based AODA programs in Germantown schools/communities.
4. Assist in identifying and implementing public policy/advocacy initiatives to advance our mission.
5. Provide leadership and/or support as an active member of Youth Futures.
6. Participate in agency staff/committee or program meetings and attend all designated agency functions as specified by the Executive Director or Board of Directors.
7. Represent the agency at all appropriate Germantown community meetings and events.

Secondary Duties

1. Provide assistance in implementing alcohol and tobacco compliance checks and other environmental strategies as assigned, including the recruitment of students for Compliance Checks.
2. Collaborate with, and provide assistance to, PEERS 4 PEERS, SBIRT and any other Elevate functions as assigned.
3. Participate in agency fundraising events.
4. Other duties as assigned.

Qualifications

1. Minimum of a bachelor's degree or equivalent in experience, preferred.
2. Experience organizing, training and supporting adults and youth to engage in public action.
3. Knowledge of outcome-based AODA programming and evaluation, prevention theory and substance abuse.
4. Excellent verbal and written communication skills.
5. Honed organizational skills and ability to multi-task.
6. Ability to work within a team environment.
7. Public speaking and presentation skills.
8. Relationship building skill and experience.
9. Proficient in Microsoft Office Suite and Google Applications
10. Pre-employment criminal background check, employment background check and drug screening are required.

The mission and philosophy of Elevate requires this position to perform in both a professional and personable manner. The manner in which the employee relates to fellow employees, clients, and visitors is considered parallel in importance to technical knowledge and ability. Respect and consideration given to the dignity of each client, visitor and fellow employee is a requisite of successful job performance. In addition, strict client confidentiality must be maintained.

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