

## Program Coordinator, Youth Advisory Job Posting

Are you a person with experience from high school in school-based leadership roles, an entrepreneurial spirit, and a passion for prevention and youth leadership? We are looking for a new team member to work within multiple settings to improve and expand the statewide prevention youth advisory board, develop new resources and supports for prevention workforce development, and support our school-based peer-to-peer youth leadership initiatives. This position is responsible for the planning and implementation of all program activities to support the youth advisory board. S/He will develop and deliver trainings, manage systems and communication to build the capacity of youth advisors, peer leaders, and others. S/He will ensure that program elements are effectively implemented, and project activities are efficiently evaluated to meet grant deliverables.

The ideal candidate for this position is an innovative, enthusiastic professional with 1-3 years' experience who can communicate effectively with a wide range of partners and stakeholders. The Program Coordinator will work as part of our prevention team and support organizational initiatives.

This is a 37.5 hour full-time, Connecticut-based, benefits eligible position. Some nights or weekend work may be required. Travel may be required throughout the state of CT, primarily during the business day. Travel will be based on CDC guidelines to community sites, meetings, schools, conferences and trainings both in and out-of-state. ***This position will be Work at Home through 2021 and will require attendance in our CT office post 2021.***

### Job Responsibilities & Knowledge

- Coordination of Youth Advisory Board
  - Facilitate the state's Youth Advisory Board as planned by The Partnership
  - Develop and launch an overarching set of goals and tools that provide support and resources to expand the Statewide Youth Advisory Board.
  - Provide a leadership liaison role to staff involved with youth peer advocates (peer leaders)
  - Initiate and maintain relationships with stakeholders and subject matter experts, as well as other key constituencies who influence program success
  - Develop new initiatives to highlight the inclusion of diverse youth voices in statewide prevention and youth development efforts
  - Research and support the pathway towards workforce development in the prevention field, Certified Prevention Specialist certification, and trainings to support the skills and knowledge of advisory board members
  
- Grant and Project Management
  - Maintain relevant grant deliverables via internal management systems
  - Collect data and information necessary for accurate and timely reporting to funders and members
  - Support the development of research briefs, white papers, and advocacy materials for grant proposals and other expansion activities

- Participate in work groups, such as the Alcohol and Drug Policy Council Prevention sub-committee, National Prevention Week planning committee, and others as needed
- Youth Development and Leadership Opportunities
  - Collaborate with Program Manager to support peer-to-peer and youth leadership prevention strategies and programs
  - Remain up to date with data and developments in trends and threats affecting young people and provide prevention resources to support the peer-to-peer and youth leadership opportunities
  - Assist with delivering technical assistance, training and materials for prevention program or school-based advisors.
- Other Duties
  - Assist with and participate in organizational projects and other duties as needed/other projects as assigned.
  - Participate in taskforces and workgroups relevant to assigned initiative areas

### **Required Experience, Skills, and Qualifications**

- Associate's or bachelor's degree required.
- 2 years of youth leadership role in high school and experience with prevention initiatives, or previous member of Youth Advisory Board
- Proficiency with data management and technology applications. Must learn organizational systems for reporting, data collection, customer service management, and training
- Strong interpersonal skills and ability to work effectively with staff and external constituents, volunteers, and collaborators from diverse backgrounds in a professional manner.
- Bi-lingual English/Spanish a plus. Verbal and written skills in both languages ideal.
- Research skills and the ability to analyze and synthesize information into understandable products
- Ability to occasionally work flexible hours, including some evening and weekend obligations.
- Personal qualities of integrity, credibility, and a commitment to The Governor's Prevention Partnership's mission and core operation principles

Note – this is a grant funded position through at least March 2023 with a salary range of \$50,000 - \$52,000 and full benefits. Extended funding is possible beyond 2023.

**A cover letter with your resume is required for consideration.**

**Closing Date:** August 27, 2021

Interested candidates may forward a resume and cover letter reference **posting ID YouthCoordinator** to: [Humanresources@preventionworksct.org](mailto:Humanresources@preventionworksct.org)