



# Program Manager, Peer-to-Peer Prevention Initiatives

**Position Title:** Program Manager, Peer-to Peer Prevention Initiatives

**Reports to:** Senior Director, Program Planning and Development

**Job Classification:** Full-time Exempt; Annual position, renewable contingent upon funding and performance.

The ideal Program Manager for the Peer-to-Peer Prevention Initiatives role is passionate about supporting youth practitioners, advisors and educators to empower young people to make change within their schools and communities around the issues of substance misuse, truancy, chronic absenteeism, safety, their health and well-being. He/she thrives in a fast-paced, flexible environment and values building relationships with team members and schools, and community partners in the common pursuit of positive youth outcomes.

## *Position Description*

The Program Manager for Peer-to-Peer Initiatives will join a team of passionate professionals. He/she serves adult advisors, school-community coalitions, youth groups and other key constituencies and develops and delivers trainings, manages systems and communication vehicles to build capacity of youth advisors, practitioners and educators and ensures that program elements (training, adult and student support, evaluation, etc.) of peer-to-peer initiatives are effectively implemented for ensuring positive youth outcomes. The Program Manager will also ensure that project activities are effectively executed, and grant deliverables are met.

The Program Manager for System Involved Youth is responsible for working in school settings to improve school climate through the promotion of effective prevention strategies to address specific issues including chronic absenteeism, substance misuse and social-emotional learning with a focus on effective peer-to-peer strategies. He/she will spend up to 60% of time in the field, on-site with local mentoring programs, to develop and strengthen program practices and to ensure that all deliverables and outcomes are met.

## *Essential Functions*

- Planning, Organizing, and Analytical Thinking
- Teamwork, Cooperation, and Working with Others
- Adaptability and Flexibility
- Policy and Procedure Development (to improve program efficiency)
- Project and Time Management
- Community Engagement and Motivation
- Relationship and Network Building
- Innovation and Problem Solving
- Leadership and Interpersonal Relations
- Awareness of local, state and federal regulations and laws
- Communication Proficiency, both oral and written

### *Principal Job duties and Responsibilities*

1. Develop and launch an overarching set of services and tools that provide support and resources to expand the number of youth groups focused on prevention in Connecticut, including Students Against Destructive Decisions (SADD), E3: Encourage, Empower and Engage, All Abilities Alliance and others;
2. Manage and deliver quality activities and programs for youth including in peer-to-peer settings, including:
  - a. Ensure best practices/evidence-based strategies for peer-to-peer programs;
  - b. Update program guidelines, materials and trainings;
  - c. Deliver technical assistance, training and materials to support program implementation and reach target populations;
  - d. Assist youth groups to conduct evaluation activities, and monitor progress for any groups that receive direct funding from The Partnership;
3. Serve as the State Coordinator for SADD, and ensure that communication vehicles with National office and local groups are in place, and that all available tools are being fully utilized;
4. Manage and facilitate the state's Youth Advisory Council as planned by The Partnership.
5. Initiate and maintain relationships with school and community adult advisors, school principals, community coalition members and others key constituencies who influence program success.
  - a. Initiate and maintain relationships that may involve businesses, schools, youth organizations, communities and associations in program planning, development and implementation;
  - b. Participate in activities of school and community groups and related associations as relevant to program goals as appropriate;
  - c. Develop and maintain networks among program participants to ensure effective planning, implementation and evaluation of activities and services;
  - d. Participate in taskforces and workgroups relevant to assigned initiative areas;
  - e. Serve as liaison between assigned schools and community groups and The Governor's Prevention Partnership in order to facilitate communication, problem solve, and guide participation in program services and activities;
6. Collect data and information necessary for accurate and timely reporting to funders and members;
  - a. Collect data on the results of program services and provide reports as necessary for funders and members;
  - b. Along with Manager of Impact and Innovation assist program participants to implement evaluation measures.

### *Qualifications*

- Bachelor's Degree in Human Development, Education, Social Work, Psychology or related field required.
- Broad knowledge of and experience in prevention, public health and/or youth development and programming, and the development and administration of on-going program quality improvement.
- A minimum of five (5) years of experience in program design, youth development, prevention and community collaboration; three (3) years of experience in juvenile justice, youth development, prevention, training, program development & delivery with at least three (3) years of experience in convening youth development and/or collective impact groups.
- Advanced training and technical assistance (consulting) skills.
- Prevention Certification, or in certification within two years of hire.
- Demonstrated ability to develop strategy, conceptualize and develop programs, and manage projects, in addition to training, public speaking, and effective communications (written and verbal).
- Personal qualities of integrity, credibility, and a commitment to The Governor's Prevention Partnership's mission and core operating principles.

### *Additional Eligibility Qualifications*

- Must have transportation and a valid Connecticut driver's license and be able to travel throughout the state. Some out-of-state travel may be required as well as occasional evenings or weekends
- Strongly preferred Bi-lingual English / Spanish.
- Ability to work flexible hours, including some evening and weekend obligations.
- Strong interpersonal skills and ability to work effectively with staff and external constituents, volunteers, and collaborators from diverse backgrounds in a professional manner. Experience effectively managing consultants.
- Excellent organizational skills and ability to manage multiple priorities. Self-direction, entrepreneurial thinking, and the ability to work independently are considered strong assets.
- Personal qualities of integrity, credibility, and a commitment to The Governor's Prevention Partnership's mission and core operating principles.

*Position Type/Expected Hours of Work*

This is a full-time position, and hours of work and days are Monday through Friday, 8:30 a.m. to 5 p.m. Occasional evening and weekend work may be required as job duties demand.

*Travel*

Travel is statewide primarily during the business day. Some nights, weekends and out-of-state may be required.

*Compensation Range:*

Salary is commensurate with experience and varies in the range of \$65,000 to \$75,000.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time.

**CLOSING DATE:** Applications will be accepted until position is filled.

Interested candidates may forward a resume and cover letter (**reference posting id# PMPP1**) to:  
[Humanresources@preventionworksct.org](mailto:Humanresources@preventionworksct.org)

**The Governor's Prevention Partnership is an equal employment opportunity employer.**