

Program Manager Communities & Schools Job Posting

Are you a talented, experienced non-profit Program Manager in a communities and schools setting? This selected candidate will work in multiple settings to improve and expand school and community-based prevention resources and support for youth and family practitioners, prevention professionals and educators. This position will develop and deliver trainings, manage systems and communication vehicles to build the capacity of youth advisors, practitioners, community members, law enforcement officers, educators, 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 who communicates effectively with a wide range of partners and stakeholders. The Program Manager is a driver of organizational initiatives and priorities including resource development, marketing, and special events.

This is a 37.5 hour full-time, Connecticut-based, benefits eligible position. Travel is statewide within CT, primarily during the business day. Some nights, weekends, and out-of-state may be required. 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

- Partner and Community Engagement
 - 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 E3: Encourage, Empower and Engage and All Abilities Alliance
 - Manage and facilitate the state's Youth Advisory Council as planned by The Partnership
 - Initiate and maintain relationships with school and community adult advisors, school principals, community coalition members and others key constituencies who influence program success
 - Develop and maintain networks among program participants to ensure effective planning, implementation and evaluation of activities and services
- Grant and Project Management
 - Maintain grant deliverables via internal management systems
 - Collect data and information necessary for accurate and timely reporting to funders and members
 - With the external affairs team, identify local businesses and partners for funding and in-kind resources
 - Support the development of research briefs, white papers, and advocacy materials for grant proposals and other expansion activities
 - Assist in preparation of media interviews and media releases; support preparation of youth for engagement in The Partnership's events and media interviews

- Training and Consultation Delivery
 - Develop and update curricula and/or collaborate with in-state experts to deliver quality trainings either in person or virtually
 - Remain up-to-date with data and developments in trends and threats affecting young people and develop collaborative partnerships with national and state groups which provide resources.
 - Deliver technical assistance, training and materials for prevention program or school-based advisors.

- Other Duties
 - Manage the supervision and training of staff assigned to the position
 - 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

- Master's Degree in the field of Public Health, Social Work, Education, Human Services/Public Policy or related field required. Equivalent professional experience may be considered.
- 5 years of direct services experience and/or 2 years in a capacity building role
- 3 years of teaching/training as an expert in area of public health or youth development, or equivalent experience
- 3 years of grant management experience
- Prevention Certification, or in certification process within three years of hire
- 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

A cover letter with your resume is required for consideration.

Closing Date: June 4, 2021

Interested candidates may forward a resume and cover letter
(reference **posting id# PMC&S**) to: Humanresources@preventionworksct.org