

# **The Governor's Prevention Partnership POSITION POSTING**

**Position Title:** Program Manager, Prevention Services: Parent and Family Engagement  
**Reports to:** Director of Prevention Initiatives  
**Job Classification:** Full-time Exempt; Annual position, renewable contingent upon funding and performance.

## **ESSENTIAL FUNCTIONS:**

The Manager of Prevention Services: Parent and Family Engagement, launches and monitors effective substance abuse prevention strategies for young people and their families with a primary focus on the unique needs of Hispanic/Latinx families in Connecticut. The Manager of Prevention Services: Parent and Family Engagement develops partnerships, resources, tools and campaigns that enhance prevention-focused wrap-around services and supports for Spanish-speaking families. He/she is bilingual (Spanish/English) and utilizes research-based prevention and intervention strategies that create and sustain systematic approaches to substance misuse prevention through awareness, capacity and coalition building, advocacy and research.

Specific responsibilities include:

1. Develop and maintain relationships and serve as a liaison with partners, funders, legislators and other key constituencies in Hartford and throughout the State of CT.
2. Design, develop, and deliver activities as outlined in project work plan and coordinate planning and implementation of services within program area, across the organization, and with outside partners.
3. Provide technical assistance to program partners to ensure effective parent and youth engagement and advancement of media messages and campaigns.
4. Collect, evaluate and report on program data in order to ensure the quality of program performance and completion of deliverables in accordance with contractual obligations and the organization's goals.
5. Develop and implement a replication plan to expand the project to other communities of need.
6. Serve as an organizational expert on parent and family engagement

## **PRINCIPAL JOB DUTIES AND RESPONSIBILITIES:**

1. Develop and maintain relationships and serve as a liaison with partners, funders, legislators and other key constituencies in identified, underserved communities
  - Take lead in building and sustaining relationships with school systems, subcontractors, Municipal leadership and other key partners;
  - Sustain and facilitate advisory council to provide guidance and oversight to project;
  - Engage funders and key stakeholders in opportunities to support substance abuse prevention efforts;
  - Communicate with Hartford legislators and other government leaders about progress to address youth substance abuse and prevention of opioid and heroin abuse;
  - Sustain existing working relationship with service providers who can provide tools and support to Hartford families and youth, and identify new partnerships in additional communities

2. Design, develop and deliver activities as outlined in project work plan and coordinate planning and implementation of services within program area, across the organization, and with outside partners
  - a. Design and develop specific parent engagement tools, including training of trainers, written and on-line materials to support connecting parents with each other, services and resources;
  - b. Build collaborative partnerships with organizations that service Hispanic/Latinx youth in Hartford and other identified communities;
  - c. Conduct assessment processes, comprised of focus groups and interviews, surveys and other methods to determine ongoing needs of parents and youth related to substance abuse prevention and opioid and heroin abuse;

Leverage resources within The Partnership and partnering organizations, as appropriate, to enhance and expand the project.

3. Provide technical assistance to program partners to ensure effective parent and youth engagement and advancement of media messages and campaigns.
  - a. Work with program partners to ensure quality delivery of program activities, including relevant trainings, technical assistance sessions and written resources;
  - b. Provide training for key partners, develop and deliver new trainings as appropriate;
  - c. Prioritize requests for services, ensuring that the needs of participating organizations are met efficiently;
  - d. Oversee delivery of media messages, public service announcements and campaigns;
  - e. Develop and disseminate info-graphics, position statements, and fact-sheets to meet the needs of constituents;
  - f. Engage partners in major events (conferences, forums, etc.) to maximize visibility of services.
4. Collect, evaluate and report on program data in order to ensure the quality of program performance and completion of deliverables in accordance with contractual obligations and the organization's goals
  - a. Develop detailed work plans to organize work related to contractual obligations, grant requirements, and commitments;
  - b. Track and analyze program data, including participation in trainings and events, technical assistance sessions, etc.;
  - c. Ensure that data is entered into data collection systems; review monthly reports and analyze quality of program performance;
  - d. Convert data and outcome measurements into narratives that can be used to secure funding in order to expand and sustain the initiative.

#### **REQUIRED EDUCATION, EXPERIENCE AND ABILITIES:**

1. Master's Degree in social work, public health, public administration or related field or equivalent combination of education and professional experience.
2. Bi-lingual required (Spanish/English)
3. Minimum five years' experience in program management in a coalition, prevention, community or school-based setting
4. Have skills necessary to build, train, and maintain an effective network of youth and adults working to prevent substance abuse
5. Experience establishing partnerships with community and faith-based groups.
6. Demonstrated ability to plan strategically and to conceptualize and develop programs.
7. Knowledge of science base for prevention.
8. Ability to manage innovative projects and staff; excellent skills in organizing multiple priorities.

9. Strong writing, oral communication skills
10. Demonstrated customer engagement and service delivery skills.
11. Must have transportation and a valid Connecticut driver's license.

**PHYSICAL REQUIREMENTS:**

The job requires sitting and utilizing a computer daily, and using other office equipment such as copiers, facsimile machines, and projectors on an as-needed basis. The job requires occasionally lifting up to 20 pounds specifically to transport materials to and from meetings, events and trainings. The work environment is such that deadlines may fluctuate in accordance with project needs or constraints. Stress may occur especially before and during program events, from supervising the work of others, when deciding priorities from among multiple projects, and when allocating resources to maximize results.

**CLOSING DATE:** Applications received by January 31, 2019 will received priority review. Applications will be accepted until the position is filled.

**TO APPLY:** Send cover letter and resume (*reference posting id# PMPS*) to:  
Yvonne Lewis (*PMPS*), The Governor's Prevention Partnership,  
30 Jordan Lane, Wethersfield, CT 06109

By fax to 860.236.9412 or E-mail to  
[Yvonne.Lewis@preventionworksct.org](mailto:Yvonne.Lewis@preventionworksct.org)

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