



Substance Abuse Prevention Coordinator

Position Description:

UWAC's mission is to mobilize and support the caring power of individuals and organizations to improve lives and strengthen the community. Our focus is on achieving long lasting, meaningful community change and impact in Addison County in the areas of health, education and financial stability. This position coordinates the PFS (Partners for Success) Grant strategies and interventions and provides leadership and direction for the PFS initiative; reduces underage drinking and youth marijuana use. Reports to Director of Prevention.

Duties & Responsibilities:

- Lead a community-based process to develop a regional substance abuse prevention plan and subsequent completion of the strategic plan's deliverables, both required and optional.
- Coordinate youth prevention based program(s) and events
- Lead the Addison County Youth Prevention Group & The UWAC Youth Prevention Program HELP (Health Education Learning Program)
- Co-develop annual regional budget and financial reports related to the grant in collaboration with the Accounting Manager and Director of Prevention
- Execute the social media/media and marketing plan
- Share & deliver substance use prevention data, information & education to key community stakeholders and partners
- Execute the developed sub-granting and reporting process with the Director of Prevention and Executive Director
- Coordinate with sub-recipients and community partners to complete agreed upon strategic plan/initiatives
- Timely and accurate completion of all grant reports (including state and federal) that are in compliance with grant requirements in collaboration with Director of Prevention
- Attend/ Participate in all PFS required trainings & seek optional trainings that enhance and maintain current / trending knowledge of substance use prevention
- Assess community data, emerging needs, issues, trends, best practices and current events as it relates to the PFS initiative, strategic planning and program development
- Develop internal progress reporting system
- Develop and maintain relationships with policy makers, stakeholders, funders, grantees, businesses, schools & community partners to advance UWAC vision and goals particularly as they relate to the PFS action plan

- Represent UWAC at various related community coalitions, meetings and events
- Work with Director of Prevention, Executive Director and Marketing and Development Manager to communicate to the community about these initiatives and results

Knowledge & Skills:

- Excellent written and verbal communication
- Excellent organizational and time management
- Proficient with Google
- Grant management / writing (a plus but not required)
- Event planning & Coordinating
- Comfort with public speaking
- Ability to work independently
- Creative approach to problem solving

Education and/or Experience:

2-3 years of working experience in a range of the following: youth prevention, youth education, marketing & event planning, communications and outreach. Successful candidate must also embody personal attributes of honesty, integrity, positivity and a sense of humor.

To Apply:

Send Resume & Cover Letter to: Jesse Brooks at jesse@unitedwayaddisoncounty.org by **Monday September 16th end of day**