



3815 W. St. Joseph Street, Suite # A500
Lansing, MI 48917
TX: (517) 393-6890
Email: info@preventionnetwork.org
Web: www.preventionnetwork.org

Prevention Network Full-Time Job Posting and Description

<u>Agency:</u>	Prevention Network	<u>Posting Closes:</u>	Until Filled, Priority given to those who apply on or before 12/31/2022
<u>Job Title:</u>	Program Assistant		
<u>Reports to:</u>	Program Manager		
<u>Posting Opens:</u>	12/9/2022	<u>FTE:</u>	1.0 FTE (40 hours/week)

Job Description:

This position will work with the Program Manager and Program Coordinators to support current grant programming. This could include developing new prevention resources and training for the state, attending coalition meetings and providing technical assistance to community groups across Michigan, guiding people to resources, and other substance misuse prevention activities. To be successful in this role you will need to be self-directed, creative, technically savvy, have attention to detail, and strong communication skills.

Responsibilities:

- Schedules, sets agendas, leads, and maintains meeting minutes for assigned programs
- Reviews work of Program Manager and Program Coordinators and supports any editing needs for program communications
- Coordinates the dissemination of meeting and/or training materials for assigned programs (i.e. meeting agendas, packets, brochures, website updates, event registration and logistics, etc.)
- Compile and summarize evaluation results and assist with writing reports, manuals, articles, quarterly reports, work plans and other written materials
- Supports the Program Manager and Program Coordinators with organizing files and documents related to the program to ensure proper document retention for grant
- Maintain contact lists

Mission:

Cultivate healthy communities across Michigan through resources, technical assistance, and support

Vision:

A life free of substance misuse in Michigan



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- Maintain the highest levels of professional competency as it relates to effective health promotion and substance abuse prevention principles and exhibit ethical behavior as it relates to the health promotion and the substance use disorder prevention field
- Supports Executive Director in organizational and office management projects
- Other duties as assigned

Position Requirements:

- A Bachelor's degree in health promotion, marketing, event management, non-profit administration, or other related field
- At least 1-2 years experience developing, facilitating, and coordinating substance misuse prevention efforts and/or working with community coalitions preferred
- Robust understanding of planning, implementing, and evaluating evidence based best prevention strategies
- Strong time-management, organizational, verbal and written communication, public speaking, and interpersonal skills
- Strong attention to detail
- Ability to work well with a team
- Strong computer skills, strongly preferred – especially in using Microsoft Office, Adobe, Google Suite, Mass email marketing software, SurveyMonkey, and/or Canva
- Must possess and maintain a valid Michigan driver's license with clean driving record; possess and maintain valid car insurance, have reliable transportation, and the ability to travel, potentially statewide

Salary commensurate with experience and certifications (starting at \$43,500 annual salary with full benefits). Prevention Network is pleased to provide a comprehensive, highly competitive benefits package including health, vision, and dental coverage, short- and long-term disability and life insurance, a retirement savings plan, paid time off for vacation, unanticipated personal time off, and several federally recognized holidays. The person hired must use his/her own vehicle to perform services/duties. Reimbursement for mileage will be paid in accordance with the specific contract for which duties are fulfilled.

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To Apply:

Applicants must submit a cover letter and resume. Please e-mail your information to the following: info@preventionnetwork.org

About Prevention Network:

Prevention Network is a statewide not-for-profit that aims to cultivate healthy communities across Michigan through prevention resources, technical assistance, and support. Prevention Network has provided support to individuals, grassroots groups, coalitions, and larger agencies across all 83 Michigan counties on substance misuse prevention since 1984. We strive to bridge the gap between research and practice for enhanced effectiveness of local prevention efforts.

Prevention Network is an equal opportunity employer. As an agency that provides services throughout Michigan, we strive to provide employment and contract opportunities to Michigan's many diverse populations.

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