



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

Agency: Prevention Network
Job Title: Program Coordinator
Posting Opens: 03/13/2023
Posting Closes: Until Filled, Priority given to those who apply on or before 03/30/2023
FTE: 1.0 FTE (40 hours/week)
Reports to: Executive Director

Job Description:

This full-time, contract-funded position will support coalitions and prevention professionals interested in developing, growing, or maintaining a youth prevention coalition in their community. Coordinator projects may include assessing the needs and current capacity of community youth coalitions, developing resources to support new youth coalitions across Michigan, coordinating training for working with youth and developing youth leadership, and leading networking opportunities for prevention professionals. Additional duties will include activities supporting Prevention Network's mission to support the volunteer and professional network throughout the state as it relates to alcohol, tobacco, and other drug misuse prevention.

Responsibilities:

- Build and convene a Youth Advisory Council and a steering committee to further youth coalitions across the state
- Plan and host an annual Youth Coalition Leadership Retreat
- Develop and share youth coalition building resources and information throughout the year
- Identify and coordinate training opportunities for youth and prevention professionals across the state interested in building youth leadership programming
- Work collaboratively with MDHHS, as well as other State and National partners
- Build relationships with appropriate partners to ensure the sustainability of the initiative

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 misuse prevention principles and exhibit ethical behavior as it relates to the health promotion and the substance use disorder prevention field

Position Requirements:

- A Bachelor's degree in health promotion, psychology, social work, child development, teaching, event management, 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
- At least 1-3 years experience working with youth programming/initiatives, 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
- Ability to anticipate and address potential problems that arise in hosting events
- Strong attention to detail
- Ability to work well with a team
- Experience developing educational and communication tools, e.g. web, print, social media
- 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
- A Michigan Certification Board for Addiction Professionals (MCBAP) Prevention Specialist or Prevention Consultant certification (or obtained within 18 months of hire date)

Salary commensurate with experience and certifications – base salary starting at \$45,000/year with 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.

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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. While our organization does not provide direct service, we increase the capacity of those on the ground.

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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