The **Prevention Coordinator**, covering strategic areas of New Castle County, will have overall strategic and operational responsibility for the **Delaware Prevention Coalition (DPC)**’s staff, volunteers, programs, expansion, and execution of its mission. Key duties include community outreach, evidenced-based program implementation and evaluation, contract management, and coalition-building. This is an exempt position.

**About DPC:** Delaware Prevention Coalition (DPC), a voluntary network of individuals and organizations working together, seeks to create safe, healthy, drug-free communities. Operating with a clear strategic framework, DPC responds to community conditions by developing and implementing multi-faceted plans with measurable outcomes and evidenced-based activities which lead to reductions in substance abuse.

**Prevention Coordinator Job Responsibilities:**

- **Coordinate all aspects of a substance abuse prevention coalition**, including member recruitment, organizing, and facilitating meetings and communications with coalition members; work with the officers of the Steering Committee to fulfill mission of the coalition.

- **Implement evidenced-based substance abuse curriculum** (pre/post-testing) and activities in the local community (including parent engagement training/workshops); primarily in local middle and high schools, high school, as well as in faith-based and community-based organizations.

- **Organize activities and events**, ranging in size from small local activities to the annual statewide prevention summit. Lead the formation of work groups to plan and organize activities, mobilize volunteers, and encourage and support resident participation in community activities and events.

- **Build community capacity** to address neighborhood, school, and community needs. Mobilize volunteers for local advocacy issues; engage with policy makers at local, state, and national levels to influence systems of care and services. Assist with the implementation of systems and structures that discourage substance abuse, reduce its consequences, and encourage healthy behaviors in children, their families, and other adults.

- **Direct program evaluation and assessment processes** (satisfaction surveys and environmental scans) to include program delivery, customer service, and effectiveness and progress toward program objectives as outlined in grant contracts using; make recommendations for change, develop plans, and implement changes as authorized.

- **Select, train, direct, supervise, and evaluate staff** and perform associated administrative and human resources functions including scheduling, staff observation, the timely and accurate bimonthly submission of pay vouchers, maintenance of personnel files, and developing and implementing professional development plans for staff.
• **Ensure contract compliance**, monitor and enforce quality standards and deadlines, and liaise with contract managers. Prepare timely and accurate reports.

• **Develop, negotiate, and administer grants and contracts** (including new and continuing contract proposals and Memorandums of Understandings with trainers, consultants, and contractors).

• **Oversee all aspects of the program budget**. Prepare short and long-range revenue/expenditure projections and corresponding budgets. Monitor and track expenditures to ensure proper allocation of funds, working closely with upper management, keep program within budget, assist with preparing financial reports, and prepare purchase requisitions.

• **Network** with businesses, schools and government offices to identify resources and develop partnerships to strengthen service delivery, to develop programs, address community needs, and promote volunteerism (as it relates to program implementation).

**Job Requirements**

**Education**: Master’s Degree in Public Health, Organizational Leadership, Social/Human Services, Education, Counseling, or related field which has equipped applicant with the knowledge, skills, and abilities to perform the duties of the position.

Must have CPS (Certified Prevention Specialist) certification or secure it within one year of employment.

**Experience**: Candidate must have at least three years management experience and a track record of effectively leading a performance- and outcomes-based program. Experience with coalition-building and knowledge of Community Anti-Drug Coalitions of America (CADCA) strongly preferred.

**Prerequisite Knowledge**
The Prevention Coordinator should demonstrate knowledge of the following:

• Evidenced-based prevention programs, techniques, and models;
• Leadership and management principles and techniques;
• Contract/project administration, management, and evaluation;
• Program/curriculum design, implementation, and evaluation;
• Community resources, challenges, and opportunities
• Financial management (including fundraising strategies and donor relations);
• Grant proposal writing and budgeting techniques;
• Data management and reporting techniques;
• Customer service techniques; and
• Strategic Prevention Framework and Center for Substance Abuse Prevention (CSAP) Strategies.

**Conditions of Hire:**
- A satisfactory criminal background check and valid driver’s license and acceptable driving record are required at time of appointment and throughout employment in this position.
- Must be able to work a flexible schedule (including evening and weekends).
- Must be available for out-of-state travel.

**Salary/benefits:**
Compensation includes a full benefit package such as paid time off, medical, dental and life insurance, and employer contribution to retirement plan.

**How to Apply:**
Applicants must submit a letter of interest highlighting relevant professional accomplishments, a current resume, the names and contact information of at least three professional references, and salary requirements. Please apply by sending requested documents to applywestend@westendnh.org. Review of applications will begin immediately and will continue until the position is filled. No calls please.