

PREVENTION FIRST

Leadership Center Administrator

POSITION SUMMARY

The purpose of this position is to coordinate the activities of the Leadership Center throughout the state. Responsibilities include developing and delivering training, providing technical assistance, engaging stakeholders, and promoting the services of the Leadership Center.

ESSENTIAL FUNCTIONS

- Oversees a wide variety of activities to facilitate the effectiveness of the Leadership Center throughout the state; provides general guidance to consultants; monitors activities of consultants to ensure proper use of resources.
- Provides training, education, resources, and tools on evidence-based opioid and stimulant use prevention strategies to Leadership Centers, ROSC councils, community coalitions, and treatment providers addressing opioid and stimulant use disorders; facilitates training curricula via classroom, phone, webinar, etc., to diverse populations in community areas throughout the state; prepares for training; coordinates logistics; conducts follow-up with participants for feedback, including participant evaluations.
- Provides technical assistance to Leadership Centers, ROSC councils, community coalitions, and treatment providers on evidence-based opioid and stimulant use prevention strategies; provides subject matter expertise to fellow Leadership Center organizations to identify opportunities to integrate evidence-based prevention programs, services, and strategies into local, regional and statewide efforts.
- Identifies evidence-based existing resources, curricula, and other information that can be adapted or used to support regional and local entities in their efforts to prevent opioid and stimulant disorders. This includes identifying and sharing best practices and evidence on engaging people with lived experience in meaningful educational, decision-making, and policymaking processes.
- Develops job aids, training content, and other materials for classroom-based trainings, online trainings, webinars, and professional development resources; conducts research on a variety of subject matters and interviews subject matter experts to develop content for training programs and associated resources.
- Builds relationships with state agency department representatives, Leadership Centers, ROSC councils, community coalitions, treatment providers, and individuals with lived or living experiences focused on opioid and stimulant use disorders in communities throughout Illinois to cultivate partnerships to strategize, plan, and collaborate efforts.
- Develops and conducts needs assessments to identify professional development needs, including training and technical assistance, of target audiences that are stakeholders in the prevention,

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treatment, and recovery management of opioid and stimulant use disorders at the local and regional levels.

- Manages the Opioid and Stimulant Prevention Resource Center webpage; develops new and identifies existing resources to be included on this site; manages electronic media activities.
- Actively participates in statewide Leadership Center planning meetings and other subcommittees as necessary and appropriate.
- Demonstrates commitment to valuing diversity and contributing to an inclusive working and learning environment.
- Performs related administrative tasks; prepares monthly, quarterly, and annual reports and documents to include activity logs, travel vouchers, travel requisitions, and marketing materials.
- Monitors new literature and trends in opioid, stimulant use disorder, and related fields; provides feedback on current practices, new initiatives, and collaborations.
- Operates basic office equipment and presentation technology; operates a motor vehicle; utilizes various computer software programs, including word processing, spreadsheet, presentation, and other programs.

POSITION QUALIFICATIONS

Bachelor's degree in Community Education, Community Health Services, Training and Instructional Design, Social Work, or a related field with a minimum of three to five years of related professional experience involving the management of special projects, budgetary accountability, professional fieldwork in prevention, treatment, or recovery and in engaging people with lived or living experience; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

DESIRED SKILLS AND ABILITIES

- Facilitation Skills – Ability to bring about an outcome (such as learning) in large groups, small groups, and one-on-one scenarios.
- Creative - Ability to produce new concepts, ideas and solutions.
- Goal Oriented - Ability to focus on a goal and obtain a pre-determined result.
- Communication Skills – Ability to organize and convey ideas clearly in writing and verbally.
- Critical Thinking – Ability to analyze and evaluate an issue in order to form a judgment.
- Interpersonal - Ability to get along well with a variety of personalities and individuals.

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ABOUT PREVENTION FIRST

Prevention First is a nonprofit and the leading organization for knowledge-building and the dissemination of evidence-based prevention strategies. Our mission is to advance efforts to promote healthy behaviors and prevent substance misuse in every community through a variety of evidence-based and collaborative approaches, including training, support, and public awareness. Since 1980, Prevention First has provided training, technical assistance, and resource materials to thousands of schools, community groups, parents, and youth. We specialize in building the capacity of practitioners to build and sustain effective community coalitions to prevent substance abuse, develop comprehensive strategic prevention plans, and select and implement appropriate evidence-based prevention strategies. We are funded through the Illinois Department of Human Services and offer our services throughout the state.

We offer an exceptional benefits package to our full-time employees (80% and above):

- Paid Time Off Accrual System (eligible day 1)
- Paid holidays
- Medical, dental & vision
- 401(k) plan (eligible after 90 days, vested after 1 year)

This is a full-time, FLSA-exempt position reporting to the Director of Resource Centers. We have locations in Chicago and Springfield, and the opportunity to work remotely is available. The starting salary is \$57,000.

Prevention First is committed to creating a diverse environment and is proud to be an equal opportunity employer. We're committed to having an inclusive and transparent environment where every voice is heard and acknowledged. We are dedicated to equality and believe deeply in diversity of race, gender, sexual orientation, religion, ethnicity, national origin, and all the other unique characteristics that make us different.

APPLICATION

We strongly encourage people from underrepresented groups to apply. Please e-mail your cover letter and resume to humanresources@prevention.org.