

PREVENTION FIRST

Cannabis Policy Resource Center Administrator

POSITION SUMMARY

This position will manage and coordinate the activities of the Cannabis Policy Resource Center (CPRC) throughout the state of Illinois. This Administrator will develop and deliver training, provide technical assistance, engage stakeholders, and promote the services of the CPRC.

ESSENTIAL FUNCTIONS

- Oversees a wide variety of activities to facilitate the effectiveness of the Cannabis Policy Resource Center throughout the state; provides general guidance and supervision to consultants; monitors activities of consultants to ensure proper use of resources.
- Develop and provide training and technical assistance to law enforcement, criminal justice officials, municipalities, community groups and diverse populations on various cannabis policy topics; travels to various locations throughout the state to deliver trainings, presentations, and to promote the Cannabis Policy Resource Center; provides strategic planning, technical assistance and facilitates sessions on how to develop and implement local cannabis policies and ordinances.
- Develops program curriculum for classroom-based trainings, online trainings, webinars, and professional development resources; evaluates consumers' baseline knowledge, skills, and abilities; conducts research on a variety of subject matters and interviews subject matter experts to develop content of training programs.
- Provides training, education, resources, and tools on evidence-based cannabis policy strategies and law enforcement strategies to key stakeholders and communities addressing underage cannabis use; 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.
- Builds relationships with state agency department representatives, municipalities, local officials, law enforcement, and community coalitions focused on youth cannabis use in communities throughout Illinois to cultivate partnerships to strategize, plan and collaborate efforts.
- Work in conjunction with policy and legislative subject matter experts to research and develop guidance on language that communities can include in their local ordinances to create effective model ordinances; maintain and update this information on the website; and oversee the development of fact sheets and other resources.
- Develops and conducts needs assessments to identify professional development needs, including training and technical assistance, of communities and law enforcement.
- Coordinates the identification, implementation and development of an Advisory Board; facilitates board meetings.

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- Actively represent the organization at exhibits, conferences, and community events to promote APRC services. Responsibilities include identifying and securing relevant opportunities, completing registration requirements, coordinating logistics, setting up and dismantling exhibit booths, and serving as the primary point of contact at the exhibit table to engage attendees and provide information
- Identify and pursue opportunities to present at local, regional, and national conferences on topics relevant to APRC's mission and services. Responsibilities include researching appropriate events, preparing and submitting proposals or applications, and collaborating with internal teams to develop engaging presentations that showcase organizational expertise.
- Performs related administrative tasks; assists with development and administration of department budgets; monitors expenditures for compliance with approved budget and to ensure adequate resources; obtains and processes related invoices; prepares various reports and documents to include activity logs, travel vouchers, travel requisitions, and marketing materials.
- Manages electronic media activities, including updating and maintaining the Cannabis Policy Resource Center webpage, social media marketing, and provides information to be included in the monthly electronic newsletter.
- Monitors new literature and trends in the Cannabis Policy field and related fields; provides feedback on current practices, new initiatives, and collaborations; attends relevant Cannabis Policy conference opportunities.

POSITION QUALIFICATIONS

Requires a 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 management of special projects, budgetary accountability, grant writing, professional prevention field work and interactions with youth groups; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

DESIRED SKILLS AND ABILITIES

- Facilitative Leadership Skills – Ability to promote collaboration and coordination across programs, services, and departments; enable communication of the organizational vision and continued advancement of programs, staff, and community partners, driving the development of strategic goals.
- Interpersonal - Ability to get along well with a variety of personalities and individuals; ability to build inclusive partnerships that bring together a diverse array of stakeholders to engage in authentic collaboration.
- Expertise and ability to guide programs and services to use a health equity and social justice framework and an equity lens to inform current and future programs, services, and informational resources.
- Creative - Ability to produce new concepts, ideas, and innovative solutions.

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- Excellent 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.

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 equip communities with resources and support to build pathways that prevent substance misuse and promote safety and lasting well-being for all through training, education, and partnerships. 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 both Chicago and Springfield. The 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 email your cover letter and resume to humanresources@prevention.org.