

# PREVENTION FIRST

## Youth Prevention Resource Center Administrator

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### POSITION SUMMARY

This position will manage all aspects of the Youth Prevention Resource Center and act as a grant administrator to develop the capacity of adults who work with youth, youth, and youth leaders. Responsibilities include grant writing and management, resource development, webinar and training facilitation, coaching the Prevention First Student Advisory Council, and collaborating with stakeholders on youth leadership initiatives.

### ESSENTIAL FUNCTIONS

- Acts as a grant administrator to develop and provide training and technical assistance to schools, adult leaders, youth leaders, and community-based youth groups; travels to communities and schools throughout the state to present material and information; provides technical assistance to student leaders on various youth programming and initiatives; facilitates sessions on how to start and produce an action plan and engages youth and youth leaders in strategic planning.
- Oversees a wide variety of activities to facilitate the effective implementation of youth prevention and leadership programs throughout the state; provides general guidance and supervision to assigned subordinate personnel; monitors activities of subordinates; coordinates schedules and ensures proper use of resources.
- Develops and delivers training, workshops, meetings, and presentations to promote youth leadership programs, with a focus on helping schools and community-based organizations engage youth in prevention initiatives and youth leadership programs.
- Builds relationships with youth-serving organizations to cultivate partnerships, identify opportunities for collaboration, and strategically expand the reach of the Youth Prevention Resource Center across the state.
- Coordinates the recruitment, development, and implementation of a Student Advisory Board. Recruitment efforts will ensure a Student Advisory Board that encourages, supports, and represents diverse student membership, including students of color, historically excluded populations, students with lived experience, and students from communities throughout Illinois. The YPRC Administrator will create and ensure an inclusive environment characterized by cultural understanding, appreciation, and respect for all Student Advisory Board members.
- Facilitates Student Advisory Board meetings that accommodate student schedules; monthly meetings are held evenings and weekends. Utilize communication platforms (GroupMe, Slack, etc.) to communicate with the Advisory Board and to encourage collaboration, discussions, and information sharing among members.

# PREVENTION FIRST

- Monitors new literature and trends in youth prevention and youth leadership initiatives, mental health and wellness, substance use prevention, positive youth development, and related fields; and updates the YPRC webpage with current and appropriate resources.
- Demonstrates commitment to valuing diversity and equity and contributing to an inclusive working and learning environment.
- Educates adults who work with youth and youth leaders on the importance of using quality data in strategic planning. Promotes the Illinois Youth Survey; encourages stakeholders to advocate for schools to participate in the Illinois Youth Survey during administration years and provides an overview of how the IYS can be used to identify community consumption patterns, consequence data, and contributing factors of substance use.
- Develops resources to enhance the knowledge, skills, and abilities of adults who work with youth on topics such as; engaging youth in prevention, engaging youth in leadership development, helping adults who work with youth create inclusive, relational environments, and building relationships of purpose with youth.
- Identifies subject matter experts to facilitate quarterly webinars for youth, youth leaders, and adults who work with youth on topics of interest identified through a needs assessment.
- Evaluate program initiatives, develop needs assessments, analyze reports, and recommend program enhancements to the Director of Resource Centers.
- Maintains and updates the YPRC webpage and social media channels. Distributes a monthly YPRC newsletter.

## **POSITION QUALIFICATIONS**

Bachelor's degree in Community Education, Community Health Services, Youth Justice, Training and Education, Social Work, or a related field with a minimum of five to seven years of related professional experience involving the supervision of assigned staff, 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. Background checks are required for all staff that have direct contact with minors involved in youth-serving programs.

## **DESIRED SKILLS AND ABILITIES**

- Facilitative Leadership Skills – Ability to bring about an outcome (such as learning) in large groups, small groups, and one-on-one scenarios; able to promote collaboration and coordination across programs and services.
- Goal Oriented - Ability to focus on a goal and obtain a pre-determined result.

# PREVENTION FIRST

- 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.
- Creative - Ability to produce new concepts, ideas, and innovative solutions.
- 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 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 both Chicago and Springfield, with remote work being an option. 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**

Please e-mail your cover letter and resume to [humanresources@prevention.org](mailto:humanresources@prevention.org).