

PREVENTION FIRST

Program & Data Administrator

POSITION SUMMARY

This position will perform a variety of technical and administrative tasks to support the Opioid Training and Technical Assistance Centers (OTTAC) goal of strengthening the healthcare and behavioral health workforce in Illinois. This position will be responsible for reporting requirements, contract management, coordinating subject matter experts, and assisting in the oversight of subrecipients, including training, monitoring, and quality assurance.

ESSENTIAL FUNCTIONS

- Oversees a wide variety of activities to facilitate the effective implementation of the Opioid Training and Technical Assistance Centers (OTTAC) program throughout the state; focuses on reporting, data analysis, subrecipient and partner coordination, quality assurance, and relationship building.
- Prepares and submits monthly and quarterly periodic performance reports; includes collaborating with sub-recipients, partners, contractors, and the internal team to collect data on program activities and deliverables.
- Prepares and submits monthly and quarterly evaluation reports; includes data collection, analysis, and performance measure tracking, while maintaining accurate records for compliance and auditing purposes.
- Collaborates with stakeholders to ensure that technical assistance sessions address the performance issues and learning needs of prevention, treatment, and recovery service providers. Communicates requirements, expectations, the evaluation process, and other relevant information to support providers by advising, amplifying, and advocating through various evidence-based and collaborative methods to improve behavioral health services and foster workforce growth, with a focus on equity and cultural responsiveness.
- Assist the OTTAC team and subrecipients in identifying a panel of qualified subject matter experts with expertise in prevention, treatment, recovery, and harm reduction; ensuring that subject matter experts represent diverse professional backgrounds and communities disproportionately impacted.
- Build and maintain relationships with subject matter experts; serve as their point of contact and coordinate with them to deliver accessible, evidence-based, and stigma-reducing training.
- Create and manage subject matter expert orientation to the Inclusive Engagement Framework, develop supporting documents, ensure standards are met, and monitor the continuous quality improvement process.
- Maintain relationships with subrecipients and partners to develop a plan for meeting deliverables, reports, and benchmarks; coordinate efforts to provide accessible, evidence-based, and stigma-reducing training.

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- Collaborate with EDC and the OTTAC team to establish systems for collecting and analyzing participant feedback and learning outcomes; monitor the impact and quality of subrecipients training and technical assistance efforts; assist EDC with subrecipient training and technical assistance issues and addressing concerns to ensure comprehensive evaluation outcomes.
- Create, execute, and manage external contracts for OTTAC consultants and subject matter experts; provide general guidance to and collaborate with consultants to ensure programs meet the identified needs; monitor consultants' activities to ensure proper use of resources.
- Maintains current, comprehensive knowledge of culturally responsive prevention, treatment, and recovery services for individuals with opioid use disorder (OUD), mental health, co-occurring conditions, and other related public health issues. Conducts research to inform strategies, services, and informational resources.
- Demonstrates commitment to valuing diversity, equity, belonging, and contributing to an inclusive working and learning environment.
- Represents the department and/or Prevention First on various internal, regional, and statewide committees, with various organizations, and at conferences; attends all internal staff meetings, organizational retreats, and planning meetings.
- Operates basic office equipment and presentation technology; utilizes communications and conferencing platforms (e.g., Zoom, WebEx, Teams, etc.), internet access, internet search capabilities, PowerPoint, and other programs as needed; operates a motor vehicle. Prepares various reports and documents, including activity reports, quarterly and annual reports, travel vouchers, etc.

POSITION QUALIFICATIONS

Bachelor's degree in Education, Social Work, or related field with a minimum of three years' experience in prevention or treatment focused on opioid use, mental health or harm reduction, facilitating or delivering training, project management, coordinating technical assistance or coaching services and performing related tasks, strategic planning; 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.
- Comprehensive knowledge of best practices in the development, delivery, and evaluation of training, consultation services, and educational resources, using inclusive, evidence-based processes for developing, implementing, and evaluating public health programs and services.

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- 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 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 Programs. We have locations in both Chicago and Springfield, with remote options. 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.