

# PREVENTION FIRST

## RESOURCE CENTER PROGRAM ASSISTANT

---

### POSITION SUMMARY

This position will provide administrative support to the Resource Center Administrators throughout the planning and implementation of program initiatives. This position will assist with promoting the Resource Centers through research and development and through various outreach efforts.

### ESSENTIAL FUNCTIONS

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required or assigned.

- Provide administrative support to Resource Center Administrators and support program initiatives. Performs related administrative and clerical tasks; receives, reviews, prepares, and processes required documents, forms, reports, and information; prepares and submits internal documentation, including quarterly reports, travel vouchers, contract requests, and timesheets.
- Assists Resource Center Administrators with setting up webinars and virtual trainings in the Zoom platform. Provides technical support during webinars and virtual trainings, assists with troubleshooting, and helps to monitor the online training participant chat during events. Occasionally provides onsite support for in-person trainings and events.
- Reconciles registrations between the internal training database (uConnect) and webinar platforms prior to events; communicate with registered participants if further action is needed. Reconciles attendance reports with the registrations after training or webinars are complete. Releases certificates and CEUs post-training and webinars; monitors archived webinar registrations and issues CEUs/certificates upon completion.
- Assists Resource Center Administrators with creating presentation materials and resources for diverse stakeholder groups, including internal and external audiences. Develops resource materials that support the initiatives of the resource centers. Assist in the development of program evaluation tools.
- Attends advisory committee, coalition group, and other program-related meetings to record and distribute meeting minutes. Prepares and distributes notices, minutes, and other correspondence for events, trainings, and meetings.
- Attends conferences, exhibits, and other events to help promote the programs and initiatives of the Resource Centers.
- Conducts research and collects information and data related to the latest trends relevant to programmatic initiatives, prevention, health and wellness, training needs, and practices. Utilize this information to assist in creating content for newsletters, webpages, infographics, and other resources.

# PREVENTION FIRST

- Assist Resource Center Administrators in building relationships with diverse communities, state agency representatives, and key stakeholders to cultivate partnerships, expand the reach of the resource centers, and strategize, plan, and collaborate efforts.
- Assists in maintaining and updating a variety of group and informational databases.
- Works with Resource Center Administrators to oversee the planning and implementation of special projects as assigned.
- Demonstrates a commitment to valuing diversity and contributing to an inclusive working and learning environment.
- 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.
- Travels for training, meetings, and conferences in the state.

## **POSITION QUALIFICATIONS**

Associate degree or technical school training in business administration, technology, human services, or a related field with two to five years of technical knowledge, data entry, project management, database/learning management systems coordination, and general office experience or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities. Must be technologically proficient with thorough knowledge of meeting/learning platforms (e.g., Zoom, WebEx, GoToTraining) and/or learning management systems and databases. Proficiency in Microsoft Office Suite, including SharePoint, Excel, and PowerPoint.

## **DESIRED SKILLS AND ABILITIES**

- Attention to Detail – Ability to achieve thoroughness and accuracy when completing a task.
- Critical Thinking – Ability to analyze and evaluate an issue in order to form a judgment.
- 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.
- Interpersonal - Ability to get along well with a variety of personalities and individuals.

## **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,

# PREVENTION FIRST

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 offices in Springfield and Chicago. This position may have a hybrid or remote option. The salary range is \$40,000 - \$43,000.

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).