

PREVENTION FIRST

Zero Suicide Grant Coordinator

POSITION SUMMARY

The purpose of this position is to manage all aspects of the Zero Suicide Initiative. Responsibilities include organizing and implementing a virtual statewide Suicide Prevention Summit, building the capacity of organizations in preparation for participation in a Zero Suicide Academy, developing resources, engaging stakeholders, managing consultants, and promoting the services of the grant.

This position is currently funded through June 30, 2026, with the potential for renewal or extension of grant funding.

ESSENTIAL FUNCTIONS

- Oversees a wide variety of activities to facilitate the effectiveness of all training and resources associated with this grant; engages in partnerships to execute strategic initiatives; provides general guidance and supervision to consultants; monitors activities of consultants to ensure proper use of resources.
- Organize and implement a Virtual Statewide Prevention Summit aimed at addressing the need for enhanced provider knowledge and resources in suicide prevention strategies, effective intervention, and postvention/aftercare. Leads a planning committee, in collaboration with IDPH and the Illinois Suicide Prevention Alliance, to identify keynote presentations, breakout sessions, panel discussions, and interactive workshops. Coordinates logistics, including point of contact with virtual platform provider, promotion and outreach, and resource development.
- Coordinate and manage consultants who will deliver Zero Suicide Academy webinars; provide general guidance to and work with consultants to ensure programs are in accordance with the identified needs; monitor activities of consultants to ensure proper use of resources.
- Develops or identifies information, resources, and tools on strategies recognized as best practices in suicide prevention; includes comprehensive suicide prevention toolkits, best practice guides, and training materials. Disseminates information to providers to support their suicide prevention efforts.
- Builds relationships with state agency department representatives, partner organizations, diverse healthcare systems, including behavioral health organizations, primary care facilities, integrated delivery systems, emergency departments, hospitals, juvenile justice settings, and senior living facilities, and other related professionals focused on suicide prevention in communities throughout Illinois to cultivate partnerships to strategize, plan, and collaborate efforts.

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- Project Management: coordinates tasks and responsibilities as well as project progress and deadlines to drive the development of quality resources, training, and other deliverables. Performing quality control on the project throughout development to maintain the standards expected.
- Develops and conducts needs assessments, pre- and post-summit and training assessments, to identify risks and challenges, baseline knowledge or participants, professional development needs, and other resources of our intended audiences.
- Manages electronic media activities, including updating and maintaining an online repository of resources and social media marketing, and provides information to be included in the monthly electronic newsletter.
- Monitors new literature and trends in the Suicide Prevention field and related mental health fields; provides feedback on current practices, new initiatives, and collaborations; attends relevant professional development opportunities.
- Demonstrates a commitment to valuing diversity and contributing to an inclusive working and learning environment.
- Performs related administrative tasks; assists with the 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, marketing materials, and quarterly and annual reports.
- Operates basic office equipment and presentation technology; utilizes videoconference equipment, internet access, internet search capabilities, PowerPoint, and other programs as needed; operates a motor vehicle.

POSITION QUALIFICATIONS

Bachelor's degree in Community Education, Community Health Services, Training and Instructional Design, Social Work, or related field preferred with a minimum of three years' of related professional experience involving the 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 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.

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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 the opportunity to work remotely. The starting salary is \$52,000.

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.

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