



## Adolescent Pregnancy Prevention Education Administrator

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### POSITION SUMMARY

This position will manage all aspects of the Adolescent Pregnancy Prevention (APP) Personal Responsibility Education Program (PREP) and Sexual Risk Avoidance Education (SRAE) Program. Responsibilities include training, meeting coordination, technical assistance, engaging stakeholders, and promoting the services of the grants.

### ESSENTIAL FUNCTIONS

- Oversees a wide variety of activities to facilitate the effectiveness of all training and resources associated with these grants; engages in partnerships to execute strategic initiatives; provides general guidance and supervision to consultants; monitors activities of consultants to ensure proper use of resources.
- Promotes the training and technical assistance services to the Person Responsibility Education Program (PREP) and Sexual Risk Avoidance Education (SRAE) grantees. Develops and executes an annual communication/promotion plan for grants.
- Develops an annual training plan for PREP and SRAE training. Produces all PREP and SRAE consultant-led webinars and virtual classroom training events. Utilizes Prevention First APP Guidance document for all training and Power Hours. Facilitates training as needed.
- Provides technical assistance to SRAE grantees using Prevention First's TA process and methods.
- Coordinates approved evidence-based curriculum training, topical workshops, and other training activities needed by grantees, in coordination with the IDHS PREP and SRAE Project Coordinator. Assists with developing agendas, determining meeting and training content, and identifying appropriate topics and speakers in cooperation with the Department.
- Coordinates training and workshop logistics, including preparing and posting training notifications, managing online registration and confirmations, contracting with program developers, speakers, and training sites, and coordinating equipment, curricula, handouts, agendas, name tags, and other materials.
- Provides support for in-person and virtual trainings and workshops, including registration and on-site support, and coordinates participant satisfaction surveys and other post-training activities
- Participates in an evaluation plan for the PREP and SRAE Programs, including developing and collecting evaluation data (training surveys). Monitors and assesses the quality of training programs delivered. Develops and distributes evaluation surveys, in addition to analyzing and summarizing the results of the surveys.
- Coordinates the annual PREP and SRAE statewide meetings; facilitates Power Hour Networking events.

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- Develops and promotes resource guides, tip sheets, and resources as identified or needed. Maintains inventory in the Prevention First office of PREP and SRAE approved evidence-based curricula as a technical assistance resource.
- Participates in the annual Prevention First CQI process and SRAE needs assessment process with CPRD; participates in any relevant instructional design training reviews.
- Participates in Prevention First Quarterly Training meetings (for online courses), monthly Training Managers meetings, and monthly IDHS, CPRD, and PF APP Leadership meetings for PREP and SRAE grants. Participates in grantee meetings and federal APP PREP and SRAE meetings.
- Builds relationships with state agency department representatives, partner organizations, key stakeholders, and other related professionals focused on Adolescent Pregnancy Prevention and Sexual Risk Avoidance Education in communities throughout Illinois to cultivate partnerships to strategize, plan, and collaborate efforts.
- 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.
- 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 Adolescent Pregnancy Prevention and Sexual Risk Avoidance Education fields; provides feedback on current practices, new initiatives, and collaborations; attends APP annual conference and other relevant professional development opportunities.
- Demonstrates a commitment to valuing diversity and contributing to an inclusive working and learning environment.
- Develops PREP and SRAE quarterly and annual reports.
- 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, including activity logs, travel vouchers, and marketing materials

## **POSITION QUALIFICATIONS**

Bachelor's degree in Community Education, Community Health Services, Training and Instructional Design, Social Work, or a related field with a minimum of five to seven 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. Background checks are required for all staff who have direct contact with minors involved in youth-serving programs.

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## 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.
- 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 Training. We have locations in both Chicago and Springfield, with some remote work options. The salary is \$61,000.

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](mailto:humanresources@prevention.org).