

PREVENTION FIRST

Traffic Safety Grant Coordinator

POSITION SUMMARY

This position is responsible for overseeing all aspects of the impaired driving prevention grant, ensuring compliance with IDOT and federal funding requirements. Responsibilities include coordinating outreach efforts, developing educational resources, training coordination, and data reporting to enhance traffic safety efforts.

ESSENTIAL FUNCTIONS

- Oversee a wide variety of activities to facilitate the effectiveness of the impaired driving prevention grant; coordinate the day-to-day operations for this project; monitor project progress, timeline, quality, resources, and deliverables.
- Coordinates tasks and responsibilities as well as project deadlines with subject matter experts and project consultants to drive curriculum development; provides general guidance and supervision to consultants; monitors activities of consultants to ensure proper use of resources.
- Develop culturally responsive educational toolkits, micro-learning content, and outreach resources for schools and communities.
- Coordinate workshops, webinars, and events focused on impaired driving prevention and traffic safety; provide training and technical assistance to school staff, law enforcement partners, and community stakeholders on evidence-based prevention strategies.
- Build partnerships with schools, government agencies, law enforcement, community organizations, and advisory councils; coordinate efforts to advance traffic safety priorities.
- Supports youth leadership engagement in planning peer-to-peer safety education.
- Builds relationships with and facilitates communication between the project team, internal stakeholders, consultants, and subject matter experts.
- Align prevention efforts with national and statewide awareness campaigns; ensure outreach and engagement efforts are inclusive, culturally responsive, and accessible to underserved communities.
- Collect, analyze, and report data on program outcomes, including impaired driving prevention metrics, outreach activities, and training participation; use data-driven approaches to evaluate program effectiveness and inform continuous improvement.
- Reviews and provides feedback on training components and resources developed by internal and external stakeholders; works with the project review team to ensure feedback is provided on all training and resources; conducts a review to ensure feedback is incorporated into final products.

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- Ensure the instructional design consultant is familiar with the templates and processes Prevention First utilizes for instructional design projects; ensure a proven instructional design process is being utilized by consultants.
- Conducts comprehensive research to inform training and resource development; identifies information, resources, and tools on evidence-based approaches related to traffic safety and impaired driving prevention.
- Maintains current, comprehensive knowledge of best practices and emerging trends in traffic safety and impaired driving prevention.
- Demonstrates a commitment to valuing diversity and contributing to an inclusive working and learning environment.
- Performs related administrative tasks; assists in monitoring the project budgets; monitors expenditures for compliance with the approved budget and to ensure adequate resources; obtains and processes related invoices.
- Assists in developing various reports and documentation as necessary and required by the funder; prepares various correspondence; compiles data as needed.
- Participates in all internal planning and development meetings, professional development opportunities, and stakeholder meetings; represents the program and organization at statewide meetings, conferences, trainings, and other events.
- Operates basic office equipment and presentation technology; internet access, internet search capabilities, PowerPoint, and other programs as needed; operates a motor vehicle.

POSITION QUALIFICATIONS

Bachelor's degree in Public Health, Transportation Safety, Community Education, Criminal Justice, or a related field with a minimum of three to five years of related professional experience involving project management, traffic safety programming, public health initiatives, community outreach and budgetary accountability; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

DESIRED SKILLS AND ABILITIES

- Attention to Detail – Ability to achieve thoroughness and accuracy when completing a task.
- Creative - Ability to produce new concepts, ideas, and innovative solutions.
- Goal Oriented - Ability to focus on a goal and obtain a pre-determined result.
- Excellent 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; ability to build inclusive partnerships that bring together a diverse array of stakeholders to engage in authentic collaboration.
- Critical Thinking – Ability to analyze and evaluate an issue in order to form a judgment.

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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 CPRC Senior Administrator. We have locations in both Chicago and Springfield, with remote options. The 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.