

PREVENTION FIRST

Youth Prevention Resource Center Administrator

POSITION SUMMARY

The purpose of this position is to manage all aspects of the Youth Prevention Resource Center and to act as a grant administrator to develop the capacity of adults who work with youth, youth, and youth leaders. Responsibilities include grant writing and management, resource development, webinar and training facilitation, coaching the Prevention First Youth Advisory Board, and collaborating with stakeholders on youth leadership initiatives.

ESSENTIAL FUNCTIONS

- Oversees a wide variety of activities to facilitate the effective implementation of youth prevention and leadership programs throughout the state; provides general guidance and supervision to assigned subordinate personnel; monitors activities of subordinates; coordinates schedules and ensures proper use of resources.
- Acts as a grant administrator to develop and provide training and technical assistance to schools, adult leaders, youth leaders, and community-based youth groups; travels to communities and schools throughout the state to present material and information; provides technical assistance to student leaders on various youth programming and initiatives; facilitates sessions on how to start and produce an action plan and engages youth and youth leaders in strategic planning
- Develops and delivers training, workshops, meetings, and presentations to promote youth leadership programs, with a focus on helping schools and community-based organizations engage youth in prevention initiatives and youth leadership programs.
- Builds relationships with youth-serving organizations to cultivate partnerships, identify opportunities for collaboration, and strategically expand the Youth Prevention Resource Center's reach across the state.
- Coordinates the recruitment, development, and implementation of a Youth Advisory Board. Recruitment efforts will ensure a Youth Advisory Board that encourages, supports, and represents diverse student membership, including students of color, historically excluded populations, students with lived experience, and students from communities throughout Illinois. The YPRC Administrator will create and ensure an inclusive environment characterized by cultural understanding, appreciation, and respect for all Youth Advisory Board members.
- Plan and execute a yearly Youth Advisory Board retreat in the summer, at a time that accommodates student schedules.

PREVENTION FIRST

- Facilitates Youth Advisory Board meetings that accommodate student schedules; monthly meetings are held evenings and weekends. Utilize communication platforms, as determined by the Advisory Board members, to communicate with the Advisory Board and to encourage collaboration, discussions, and information sharing among members.
- Partner with other programs at Prevention First to provide opportunities for Youth Advisory Board members to participate in meetings, write articles for publications, etc.
- Monitors new literature and trends in youth prevention and youth leadership initiatives, mental health and wellness, substance use prevention, positive youth development, and related fields; and updates the YPRC webpage with current and appropriate resources.
- Demonstrates commitment to valuing diversity, and equity, and contributing to an inclusive working and learning environment.
- Educates adults who work with youth and youth leaders on the importance of using quality data in strategic planning. Promotes the Illinois Youth Survey; encourages stakeholders to advocate for schools to participate in the Illinois Youth Survey during administration years, and provides an overview of how the IYS can be used to identify community consumption patterns, consequence data, and contributing factors of substance use.
- Develops resources to enhance the knowledge, skills, and abilities of adults who work with youth on topics such as engaging youth in prevention, engaging youth in leadership development, helping adults who work with youth create inclusive relational environments, and building relationships of purpose with youth.
- Identifies subject matter experts to facilitate quarterly webinars for youth, youth leaders, and adults who work with youth on topics of interest identified through a needs assessment.
- Evaluates program initiatives, develops needs assessments, analyzes reports, and makes recommendations to the Director of Resource Centers on program enhancements.
- Maintains and updates the YPRC webpage and social media channels. Distributes a monthly YPRC newsletter.
- Operates basic office equipment and presentation technology; operates a motor vehicle; utilizes various computer software programs, including word processing, spreadsheet, presentation, and other programs. Prepares various reports and documents, including activity reports, quarterly and annual reports, travel vouchers, etc.

PREVENTION FIRST

POSITION QUALIFICATIONS

Bachelor's degree in Community Education, Community Health Services, Youth Justice, Training and Education, Social Work, or a related field with a minimum of five to seven years of related professional experience involving the supervision of assigned staff, 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.

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 Resource Centers. We have locations in Chicago and Springfield, and with possible remote work opportunities. The starting salary is \$57,000.

PREVENTION FIRST

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.