

# PREVENTION FIRST

## Substance Use Disorder Crisis Training Project Coordinator

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### POSITION SUMMARY

This position will oversee the planning and development of substance use disorder crisis training for crisis responders in Illinois. Responsibilities include coordinating the tasks of subject matter experts and project consultants and reviewing and providing feedback on training components and resources developed by stakeholders and instructional design consultants. **This is a full-time temporary position funded for approximately ten months.**

### ESSENTIAL FUNCTIONS

- Oversees a wide variety of activities to facilitate the effectiveness of the substance use disorder crisis training project; coordinates the day-to-day operations for this project; monitors 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.
- Builds relationships with and facilitates communication between the project team, internal and external stakeholders, consultants, and subject matter experts.
- Reviews and provides feedback on training components and resources developed by internal and external stakeholders.
- Work with the external project review team to ensure feedback is provided on all training and resources; conduct a review to be sure feedback is incorporated into final products.
- 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 substance use disorder crisis intervention training; identifies information, resources, and tools on evidence-based approaches related to substance use disorder.
- Demonstrates a commitment to valuing diversity and contributing to an inclusive working and learning environment.
- Maintains current, comprehensive knowledge of substance use disorder, including DSM criteria, screening tools, harm reduction, overdose prevention, ASAM levels of care, MAT/MAR, co-occurring disorders, and recovery support services.

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- 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 and prepares meeting minutes.

## **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 three to five years of related professional experience involving project management, supervision of staff or consultants, budgetary accountability, professional experience across the continuum of care (i.e., prevention, treatment, and recovery); or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job

## **DESIRED SKILLS AND ABILITIES**

- Facilitation Skills – Ability to bring about an outcome (such as learning) in large groups, small groups, and one-on-one scenarios.
- 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 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, 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.

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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 Chief Program Officer. We have locations in both Chicago and Springfield, with the opportunity to work remotely. The starting salary is \$50,000.

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).