

# PREVENTION FIRST

## Leadership Center Program Administrator

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### POSITION SUMMARY

The Leadership Center (LC) Program Coordinator will be responsible for coordinating the activities of the Leadership Center throughout the state of Illinois. This position will develop and deliver trainings, provide technical assistance, engage stakeholders and promote the services of the Leadership Center.

### ESSENTIAL FUNCTIONS

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Oversees a wide variety of activities to facilitate the effectiveness of the Leadership Center throughout the state; provides general guidance to consultants; monitors activities of consultants to ensure proper use of resources.
- Provides training, education, resources, and tools on evidence-based opioid and stimulant use prevention strategies to Leadership Centers, ROSC councils, community coalitions and treatment providers addressing opioid and stimulant use disorders; facilitates training curricula via classroom, phone, webinar, etc., to diverse populations in community areas throughout the state; prepares for training; coordinates logistics; conducts follow-up with participants for feedback, including participant evaluations.
- Provides technical assistance to Leadership Centers, ROSC councils, community coalitions and treatment providers on evidence-based opioid and stimulant use prevention strategies; provides subject matter expertise to fellow Leadership Center organizations to identify opportunities to integrate evidence-based prevention programs, services, and strategies into local, regional and statewide efforts.
- Identifies evidence-based existing resources, curricula, and other information that can be adapted or used to support regional and local entities in their efforts to prevent opioid and stimulant disorders. Develops job aids, training content and other materials for classroom-based trainings, online trainings, webinars and professional development resources; conducts research on a variety of subject matters and interviews subject matter experts to develop content of training programs and associated resources.
- Builds relationships with state agency department representatives, Leadership Centers, ROSC councils, community coalitions and treatment providers focused on opioid and stimulant use disorders in communities throughout Illinois to cultivate partnerships to strategize, plan and collaborate efforts.
- Develops and conducts needs assessments to identify professional development needs, including training and technical assistance, of target audiences that are stakeholders in the prevention, treatment, and recovery management of opioid and stimulant use disorders at the local and regional levels.
- Manages the Opioid and Stimulant Prevention Resource Center webpage; develops new and identifies existing resources to be included on this site; manages electronic media activities.
- Actively participates in statewide Leadership Center planning meetings and other subcommittees as necessary and appropriate.
- Demonstrates commitment to valuing diversity and contributing to an inclusive working and learning environment.
- Monitors new literature and trends in opioid, stimulant use disorder and related fields; provides feedback on current practices, new initiatives, and collaborations

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## POSITION QUALIFICATIONS AND REQUIRED EXPERIENCE

Requires a Bachelor's degree in Community Education, Community Health Services, Training and Instructional Design, Social Work, or related field with a minimum of three to five 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. Knowledge of and experience with the Strategic Prevention Framework preferred.

## 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.
- Creative - Ability to produce new concepts, ideas and solutions.
- Goal Oriented - Ability to focus on a goal and obtain a pre-determined result.
- 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.
- Interpersonal - Ability to get along well with a variety of personalities and individuals to form partnerships.

## 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 through 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
- 401(k) plan (eligible after 90 days, vested after 1 year)
- Medical, dental & vision

This is a full-time, FLSA exempt position, reporting to the Director of Resource Centers. This position is based in Chicago or Springfield, with the option to work from home. The starting salary is \$57,000.

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). **Deadline to apply is Friday, May 20, 2022.**