

PREVENTION FIRST

TRAINING & TECHNICAL ASSISTANCE SPECIALIST

POSITION SUMMARY

The purpose of this position is to perform a variety of technical and administrative tasks to address the specific learning and professional development needs of providers who deliver substance misuse prevention services. This position coordinates and delivers training, events and technical assistance services to address the learning needs of prevention professionals.

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.

- Facilitates Prevention First training curricula via classroom, virtual classroom, webinar, etc., to diverse populations in different community areas throughout the state; prepares for training; coordinate logistics; conducts follow-up with participants for feedback; delivers workshops and presentations.
- Conducts process and outcome evaluation for all assigned trainings and events including a review of participant evaluations and completion of a training report.
- Recommends changes and updates to Prevention First training curricula.
- Participates in the collection and analysis of data to determine the professional development needs, including training and technical assistance of providers.
- Works with state system partners (IDHS, CPRD, etc.) to coordinate technical assistance to meet the performance issues and learning needs of SUPP, PFS and DFC providers.
- Facilitates technical assistance with SUPP, PFS and DFC providers, using Prevention First's TTA Guidance document.
- Monitors training and technical assistance services for effectiveness and responsiveness to provider needs, including consultant-led training programs; attends training and conducts follow-up with participants and training consultants.
- Develops professional development resources, using Prevention First guidance, as assigned.
- Demonstrates commitment to valuing diversity and contributing to an inclusive working and learning environment.

POSITION QUALIFICATIONS

Bachelor's degree in Education, Social Work or related field with a minimum of three years' experience in substance misuse prevention, facilitating or delivering trainings, project management, coordinating technical assistance or coaching services and performing related tasks, strategic planning; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

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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.

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 benefit 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 Manager of Training & Technical Assistance. Our offices are located in Springfield and Chicago; however, this position will have the option to work from home. There is some travel required for this position as they are responsible for delivering training throughout Illinois. The starting salary is \$55,000.

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.