



Prevention Education Program Coordinator Job Description

I. General Statement of Responsibilities

The Prevention Education Program Coordinator is responsible for coordinating youth prevention education efforts through the Greeley office utilizing a Positive Youth Development lens, including but not limited to, assessing interest and needs at local schools and community groups; coordinating with school and community group personnel to schedule educational opportunities; delivering curricula lessons and single-speaking engagements; and completing all required program evaluation activities associated with these efforts.

II. Working Relationships

Supervises: Directly supervises community volunteers and assigned interns.

Supervised by: Prevention Education Program Manager

III. Specific Responsibilities

Coordinate Education Efforts

- Obtain training in Brainwise Curriculum to become a trainer
- Work with identified personnel to schedule education offerings at interested schools, community groups and courts, on an on-going basis
- Develop menu of single-speaking engagements on topics of interest for parent and youth audiences, as appropriate.
- Coordinate facility arrangements for program sessions (access to facilities, meals, childcare, etc.)

Program Implementation

- Deliver and implement youth prevention education curricula lessons to local schools and community groups
- Coordinate and lead prevention programming specific to Brainwise and other prevention curriculum
- Research and select creative ice breakers and activities for youth to engage with during lessons
- Develop training calendar for program implementation
- Maintain electronic records for all program-related materials (timelines, contacts, etc.)
- Participate in and play a leadership role in community coalition work specific to prevention education as appropriate

Program Coordination

- Adhere to program work plan timeline and tasks
- Maintain Outlook calendar of all work-related activities
- Adhere to program budget
- Complete monthly reporting for time and effort and program process activities
- Adhere to program evaluation protocols
- Participate in creating the Partners Youth Advisory Council consisting of middle and high school aged youth utilizing PYD Principles

Office Management

- Maintain electronic records regarding, timelines, locations, instructors, etc. for all education efforts
- Adhere to all necessary program reporting requirements
- Perform other duties as assigned

Community Engagement and Outreach

- Increase community awareness of the Partners mission and promote community-member engagement
- Establish and maintain strategic partnerships with other community partners and entities
- Attend and participate in Greeley-specific coalitions, groups, meetings, etc. relevant to Partners' work
- Assist in planning and implementation of Greeley-specific and organization-wide fundraising events, volunteer recruitment, and marketing efforts

IV. Necessary Knowledge, Abilities & Skills

- Knowledge of substance abuse prevention strategies
- Experience with group facilitation and classroom management
- Experience working in and leading lessons for small and large groups/classes
- Familiarity with Weld County community resources, communication channels, events, and engagement opportunities
- Comfort with, and enthusiasm for, engaging the public with mission-driven work
- Strong computer skills, including, but not limited to, proficiency in Microsoft Office
- Strong written and verbal communication skills, including public speaking
- Bi-lingual (Spanish/English) preferred

V. Required Education and Experience

- 2 years of experience in youth-related work preferred.
- 1 – 3 years of experience in facilitating community groups
- Work experience in programs relevant to substance abuse prevention preferred

VI. Necessary Special Requirements

- Possession of a valid State of Colorado driver's license and reliable, insured vehicle
- Ability to interact with people of all ages and cultural backgrounds
- Successful completion of Partners employee screening process.
- Ability to work flexible hours

VII. Hiring Details

- Submit cover letter and resume through Indeed or to skefals@poweredbypartners.org
- Job posting is open until filled with a preference for those submitted by 2/26/2024; interviews will be conducted on a rolling basis.
- Compensation:
 - Annual salary: \$40,000, additional pay provided for bilingual (Spanish/English) staff
 - Competitive benefits package