



Girls Incorporated of Lynn

JOB TITLE: Community Coordinator for Substance Abuse Prevention Program

DEPARTMENT: Teen Programs

SUPERVISES: Youth Leadership Coordinator and six high school peer leaders

OVERVIEW: The Community Coordinator for Substance Abuse Prevention Programs will coordinate and implement a multi-community-wide efforts to expand the capacity of community stakeholders to address substance misuse issues (particularly alcohol, marijuana, nicotine products and prescription pills) and associated risk factors among youth in the North Shore communities of Lynn, Salem, Swampscott and Marblehead.

STATUS: Full-time hourly non-exempt

Principal Tasks:

- **Oversee and carry out the work of the MassCALL3 grant**
 - Build and maintain strategic partnerships in four North Shore communities to support a coordinated team-based approach to substance misuse prevention efforts working with board of health directors, school faculty members, parents, youth, mental health professionals, other youth-serving organizations, and city/town representatives
 - Develop and carry out strategic plans to inform and direct substance misuse prevention work
 - Conduct needs assessments (such as focus groups, key stakeholder interviews, pre-/post-tests and surveys) and review community data as needed to inform program development and direction
 - Develop and implement program evaluation tools, coordinating with third parties and state evaluators (BSAS), including the Youth Risk Behavior Survey
 - Design logic models to direct and maintain substance misuse prevention work
 - Oversee two media campaigns that will address underage drinking and raise awareness for both youth and parents in the North Shore;
 - Coordinate and lead meetings with representatives from all four communities
 - Coordinate teacher training and implementation of identified interventions such as the Botvin Life Skills substance abuse prevention curricula for all four communities;
 - Maintain ongoing communication with Bureau of Substance Abuse Services program manager at the Department of Public Health regarding program activities
 - Develop strong working relationships with BSAS appointed technical assistance providers
 - Attend all BSAS provider meetings as requested
 - Build partnerships with and participate in substance abuse prevention coalitions in other communities
 - Complete all program reports as requested
 - Assist with grant applications and program budgets

- **Oversee the Part of the Solution Peer Leadership Group**
 - Train and supervise the AmeriCorps Youth Leadership Coordinator
 - Recruit, train and supervise six high school peer leaders
 - Collaborate with the 84 Movement, the Northeast Tobacco Free Community Partnership, and other stakeholders to drive nicotine prevention policy changes and nicotine education programs in the City of Lynn and the state
 - Coordinate and carry out the annual community events to educate the public about substance misuse and prevention strategies with the peer leaders
 - Attend all necessary trainings related to substance misuse prevention, stakeholder engagement, policy change, youth leadership, etc.
 - Work collaboratively with Girls Incorporated of Lynn staff to provide a safe, secure, pro-girl environment
 - Carry out other duties as assigned, including snack preparation, program facilitation, Learning Center coverage, chaperoning field trips, etc.

Qualifications:

- BA in community planning, business, political science, human services, public health or related major is strongly preferred, however relevant experience is valued highly
- Certified Prevention Specialist (CPS) preferred or willing to work towards CPS status
- Strong knowledge of youth substance misuse trends, including risk and protective factors
- Background in the SAMHSA Strategic Prevention Framework, including experience in strategic planning, logic models and budget management
- Experience managing grants and budgets
- Ability to take initiative to respond to changing needs and changes within the community
- Experience in marketing programs and ideas.
- Ability to work as an effective and active team player within Girls Inc. and other community groups.
- Ability to work in a youth/adult collaborative environment.
- Excellent organization and verbal communication skills (bilingual a plus).
- Strong written communication skills
- Ability to take on many complex projects and manage them simultaneously.
- Experience working with youth and adults in a multicultural, urban setting.
- Knowledge of community needs and changing environmental norms for youth.
- Able to work flexible hours including evenings, two evenings/week until 7:00pm
- Strong computer skills and Internet familiarity.

Rate: \$23.81 per hour

Girls Incorporated of Lynn is an equal opportunity employer. Persons of color are encouraged to apply. Qualified candidates may email a cover letter and resume to Lena Crowley, Director of Middle and High School Programs at lecrowley@girlsinclynn.org

A conditional offer to the selected applicant will be contingent on the successful completion of a CORI check.