

Prevention Coordinator

Grant :Full-time

Day shift: 8:30am - 5:00pm

Prevention Coordinator

The Community Health Department at X Hospital is seeking a Prevention Coordinator to work with community partners and stakeholders to implement prevention strategies designed to decrease risk of substance misuse and increase protective factors and healthy behaviors. As a member of the Regional Prevention Coordination Team, this position provides a great opportunity to engage in the redesign of Vermont's prevention infrastructure at the local and regional levels. This position is contingent on grant funding.

The Prevention Coordinator is part of a team responsible for developing and implementing grant work plans and the regional prevention strategic plan. This team includes other Community Health Department staff, VT Department of Substance Use staff, and peers at neighboring prevention organizations. Duties include:

- Work with VT Department of Substance Use Prevention Consultants and prevention peers to analyze data and develop regional needs assessments around substance use
- Contribute to development of regional prevention work plan
- Conduct outreach and engage with stakeholders around health disparities and opportunities to reduce substance misuse risk and promote protective factors, with a focus on health equity
- Recruit community partners to apply for funding and technical assistance to implement prevention strategies
- Collaborate with marketing agency, prevention peers and community partners to develop and provide public education on substance specific-issues (alcohol, tobacco, vaping, cannabis, opioids, prescription drugs, etc.) through social media, digital displays, newsletters, listservs, community forums, and other avenues
- Create and disseminate surveys and other data collection tools for assessment and evaluation, including outreach to target populations
- Work with youth-serving organizations to identify and implement creative opportunities to engage youth in community-based prevention efforts
- Use various programs and platforms, including Smartsheet, Canva, Google Drive, Survey Monkey, and Sprout Social (experience with these programs is not required – on-the-job training can be provided)

We're seeking candidates who are:

- creative thinkers

- organized with attention to detail, good at setting priorities and following through
- flexible when faced with shifting project needs, sometimes on short notice
- comfortable both with taking initiative and collaborating as part of a team

Candidates should demonstrate the communication and interpersonal skills to engage effectively with a variety of audiences. Qualified applicants will possess a Bachelor's Degree or Associate's Degree with Relevant experience. Must have experience with Microsoft Office Suite. Experience in community organizing and organizational development is preferred. Substance use prevention knowledge is a plus. Candidates with connections to historically underserved populations are encouraged to apply.

This position is full-time, 40 hours per week and can be either fully in-office or hybrid in-office/remote, contingent on project needs. Occasional evening or weekend hours may be required. Some local travel is required; mileage reimbursement provided.

EXAMPLE