
Prevention Action Alliance

Lifetime Prevention | Lifetime Wellness

Job Description

Job Title: Prevention Coordinator – The G.A.P. Network

Reports To: Community Prevention Manager

FLSA Status: Exempt (contract)

Summary: Manages events, activities, deliverables, and projects associated with The G.A.P. Network and supports other community prevention initiatives. Serves as point-of-contact for consumers, partners, funders, grantees, and agency leadership.

Duties and Responsibilities include the following:

1. Coordinates the implementation, administration, and reporting of grant deliverables associated with The G.A.P. Network.
2. Works in conjunction to support the planning, implementation and evaluation of projects within The G.A.P. Network. *
3. Collaborates with support team to plan, implement, and evaluate The G.A.P. Network Summit and other major events.*
4. Manages promotion and advertising of prevention projects through traditional, electronic, and social media messaging.*
5. Provides technical assistance and support to statewide partners, consumers, grantees, and funders.*
6. Develops strategy, services, and resources which help establish and sustain The G.A.P. Network projects.*
7. Creates, manages, and maintains project records and reports.*
8. Represents the agency at various state, local, and national events.*
9. Performs other duties as assigned.*

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Language Ability:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

Math Ability:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability:

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Computer Skills:

To perform this job successfully, an individual should have knowledge of Microsoft Word, Microsoft Excel, and Mass email software.

Education/Experience:

Bachelor's degree from a four-year college or university; or two to four years related experience and/or training; or equivalent combination of education and experience.

Specialized Training (preferred):

- Experience working with individuals who experience grief.
- Experience with coalition development theories and practices.
- Experience with mental health promotion practices.
- Experience in planning meetings, events, and activities.
- Experience in public speaking.

Certificates and Licenses:

Ohio Certified Prevention Specialist (OCPS) or the ability to obtain within two years of date of hire.

Knowledge, Skills and Other Abilities:

- Excellent customer service skills
- High degree of professionalism
- Excellent written and oral communication skills
- Ability to simultaneously manage multiple tasks
- Ability to travel within the state or out of the state on occasion
- Flexible schedule may include weekends

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit, use hands, and talk or hear. The employee must occasionally lift and/or move up to 30 pounds.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

I hereby affirm that I have received, read, and agreed to the following position description. I further agree to execute the roles and responsibilities of the position upon the date of signature.

Employee

Date

Supervisor

Date

Executive Director

Date

A copy of this document will be kept in your personnel file. A personal copy may be requested from the human resources office.