
Prevention Action Alliance

Lifetime Prevention | Lifetime Wellness

Job Description

Job Title: Community Prevention Manager

Reports To: Deputy Executive Director

FLSA Status: Exempt

Summary: Manages various projects by assessing the needs, planning, budgeting, implementing, evaluating, and completing all required reporting for the projects by performing the following duties. Serves as point-of-contact for consumers, partners, funders, and agency leadership.

Duties and Responsibilities include the following:

1. Identifies goals and assists with the development and implementation of projects.*
2. Oversees the implementation, management, and reporting of grant deliverables associated with the Ohio College Initiative. *
3. Oversees the implementation, management, and reporting of grant deliverables associated with state-wide marijuana project. *
4. Oversees the implementation, management, and reporting of grant deliverables associated with The G.A.P. Network. *
5. Develops new strategies, services, and resources which help to establish and sustain projects and grants. *
6. Provides technical assistance and support to statewide partners, consumers, and funders.*
7. Oversees promotion and advertising of prevention projects through traditional, electronic, and social media messaging.*
8. Coordinates prevention efforts with various entities.*
9. Collaborate with support team to plan, implement, and evaluate meetings, events and activities including annual meetings, conferences, and other agency events.*

10. Creates, manages and maintains project records and reports.*
11. Represents the agency at various local, state, and national events.*
12. 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 calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

Reasoning Ability:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Computer Skills:

To perform this job successfully, an individual should have knowledge of Microsoft Word, Microsoft Excel, and mass e-mail software.

Education/Experience:

Bachelor's degree from a four-year college or university; or five years related experience and/or training; or equivalent combination of education and experience. Three to five years of prevention supervision experienced preferred.

Specialized Training(s):

- Experience with supervision.
- Experience with project development theories and practices.
- Experience in planning meetings, events, and prevention activities.
- Experience in public speaking.

Certificates and Licenses:

Ohio Certified Prevention Specialist (OCPS) required or the ability to obtain certification within one year 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
- Strong leadership skills
- 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 frequently 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.