

Youth Substance Prevention Coordinator

Position Description:

Healthy Lamoille Valley (HLV) is a coalition of community organizations and individuals working collaboratively to reduce youth substance misuse and encourage youth to make substance free healthy choices. HLV is a program under the Lamoille Family Center. Our focus is on achieving long lasting, meaningful community change and impact in Lamoille Valley. This position coordinates youth prevention strategies and programming and will provide leadership and direction for youth prevention initiatives while being a positive role model. Specifically, will focus on reducing underage drinking and youth marijuana use. Reports to HLV Coordinator.

Duties & Responsibilities:

- Coordinate youth prevention based program(s) and events
- Collaboratively lead the Lamoille Area Youth Council (LAYC) and oversee the LAYC social media/media opportunities
- Co-develop annual regional budget related to the grant in collaboration with the Business Manager and HLV Coordinator
- Teach in-class student workshops related to risk and protective factors and refusal skills.
- Share & deliver substance use prevention data, information & education to key community stakeholders and partners
- Execute the developed sub-granting and reporting process with the HLV Coordinator
- Coordinate with sub-recipients and community partners to complete agreed upon strategic plan/initiatives
- Complete timely and accurate grant reports (including state and federal) that are in compliance in collaboration with HLV Coordinator.
- Assist with youth related local grant requests and fundraising efforts.
- Attend/ Participate in all VDH/DFC required trainings & seek optional trainings that enhance and maintain current / trending knowledge of substance use prevention
- Assess community data, emerging needs, issues, trends, best practices and current events as it relates to the DFC/VDH initiatives, strategic planning and program development
- Develop and maintain relationships with policy makers, stakeholders, funders, grantees, businesses, schools & community partners to advance HLV vision and goals particularly as they relate to the DFC action plan
- Transport youth to substance prevention related events as needed or able.
- Represent HLV at various related community coalitions, meetings and events
- Work with HLV Coordinator, Communications Coordinator to communicate to the community about these initiatives and results

Knowledge & Skills:

- Connect with youth
- Understanding of youth development
- Excellent written and verbal communication
- Excellent organizational and time management
- Proficient with standard computer systems and Trello
- Grant management / writing (a plus but not required)
- Event planning & Coordinating
- Comfort with public speaking
- Ability to work independently
- Creative approach to problem solving
- Valid driver's license and clean history.
- Willingness to travel to conferences with students.

Education and/or Experience:

A related bachelor's degree with 2-3 years of working experience in a range of the following: substance prevention, youth prevention, youth education, marketing & event planning, communications and outreach. Successful candidate must also embody personal attributes of honesty, integrity, positivity and a sense of humor.

Hours/Benefits:

This is a 30 hour/week position with possibility to work up to 10 additional hours per week through September 2020. This is a permanent benefited position.

To Apply:

Send Resume & Cover Letter to: Jessica Bickford at jessica@healthylamoillevally.org.