

**AHM Youth & Family Services, Inc.
Hebron, CT**

Job Posting

**Prevention Program Coordinator
AHM CHEC Coalition**

Part Time Grant Funded Position

AHM Youth & Family Services has an immediate opening for a Prevention Program Coordinator to facilitate the action plan for the substance abuse prevention coalition (CHEC –Coalition for a Healthy Empowered Community).

Responsibilities:

- Coordinate CHEC coalition members to implement community mobilization activities aimed at substance abuse prevention.
- Conduct outreach with community leaders, businesses, parent groups and youth groups to initiate prevention events.
- Act as a liaison with Region 8 schools for purposes of prevention activities.
- Collaborate with local and state police regarding enforcement and surveillance activities.
- Facilitate grant action plans, including report writing, in accordance with federal and state guidelines.
- Responsible for data collection and reporting to monitor drug trends in the tri-town community.
- Coordinate the AHM/RHAM High School Project Graduation program.

Requirements:

- Minimum of a Bachelor's degree; 4 years of grant management; 3 years of coalition development and coordination.
- Experience working with the Drug Free Communities Grant, and other local and state grants.
- Basic proficiency with all Microsoft software; social media experience preferred.
- Demonstrated use of data to guide program implementation and planning.
- Strong interpersonal, organizational, and communication skills.
- Certified Prevention Professional (CPP) preferred.

Work schedule:

- Up to 24 hours per week for 44 weeks per year, September through June.
- Hours will fluctuate throughout the year; some evenings and weekends required.

This position is eligible for Paid Time Off benefits and Holiday pay.

Please send cover letter and resume to:

AHM Youth & Family Services, Inc.
Attn: Human Resource Department
25 Pendleton Drive
Hebron, CT 06248

Or email to: LaureenD@ahmyouth.org

AHM is an Equal Opportunity Employer.