



PO Box 589, 59 Lyme Street • Old Lyme, CT 06371 • t. 860.434.7208 • f. 860.434-1580 • www.lysb.org

Job Posting: Prevention Coordinator

LYSB is seeking a passionate, energetic, and engaged individual to lead the Lyme-Old Lyme Prevention Coalition and manage the Drug Free Communities (DFC) Grant Program which funds the position. The mission of the LOL Prevention Coalition is to prevent and reduce alcohol, and other drug use among youth by collaborating with the community to raise awareness, modify social norms, educate youth and adults, initiate policy change, and promote healthy activities.

As part of the team at LYSB, the Prevention Coordinator will have the ability to affect many young lives and bring positive change and innovation to our community. LYSB is an agency that cares about and supports its employees. We are proud of our talented, fun, & motivated staff that is dedicated to making an impact on the youth and families we serve.

The position requires a bachelor's degree in Social Work, Public Health, Counseling, Human Services, or other related field, and two years of related experience. Master's degree and/or Certified Prevention Specialist (CPS) preferred. The position is full-time with a flexible work week.

PRIMARY FUNCTION:

Manage the Lyme-Old Lyme Prevention Coalition and support specific projects related to mental health promotion and the prevention of alcohol, tobacco, marijuana and other drug misuse.

RESPONSIBILITIES:

- With the Executive Director and Coalition, formulate goals, objectives, and programs of the LOL Prevention Coalition.
- Lead, coordinate and plan all Coalition activities according to the five steps of the Strategic Prevention Framework (SPF).
- Lead the Youth Coalition and coordinate all activities. Supervise and manage the Youth Advocates.
- Implement evidence-based community level programs and strategies.
- Provide leadership in planning and coordinating community and school-based education and awareness events, media campaigns and community/parent outreach.
- Develop, implement, and evaluate youth programs and services that promote healthy and emotional growth.

- Develop training and educational materials, and provide presentations to the Coalition, schools, and community.
- Maintain a social media and public relations strategy for the Coalition.
- Collaborate with town and school leaders, youth groups, community organizations, and volunteers.
- Meet reporting requirements of the DFC grant program, including progress reports, budgets, trainings, and meetings.
- Represent the Coalition in the community and at local and state prevention meetings.

QUALIFICATIONS/SKILLS/EXPERIENCE:

- Bachelor's degree in human services, public health, social work, counseling, or related field; Master's degree preferred.
- Two (2) years of work in a related field.
- A strong knowledge base in substance abuse prevention and mental health. Prevention Specialist Certification preferred or willing to complete requirements for certification during employment.
- Outstanding written and oral communication, presentation, and facilitation skills.
- Experience working with youth preferred.
- Excellent interpersonal skills using tact, patience, and sensitivity with the public.
- Capabilities in project management, including establishing goals, timelines, budgeting, grant writing, monitoring progress and deliverables, and reporting.
- Ability to create engaging and appropriate communications and programs for key audiences such as youth and parents.
- Experience in managing large projects.
- Proficiency in Microsoft Office and social media platforms.
- Ability to work evenings and weekends on occasion.
- CT Drivers License

SALARY/WORK ENVIRONMENT:

This is a full-time position, with the ability to create a flexible schedule with the possibility of some remote work. There will be some evening and weekend events and meetings. Salary is commensurate with experience in the \$45,000-\$55,000 range. This position is funded through the DFC grant, with two years remaining in the grant, with the expectation of a grant renewal of an additional five years.

TO APPLY:

Send a letter of interest, resume, and names of three references to:
 Mary Seidner, Executive Director
 mseidner@lysb.org

Posted August 9, 2023, this position will close when filled.
 Lymes' Youth Service Bureau is an Equal Opportunity Employer