



Program Coordinator, Peer POWER Job Description

Job Title: Program Coordinator

Job Type: Full Time

Reports To: Program Director

General Position Summary:

Responsible for the day-to-day coordination, implementation and evaluation of the Prevention Works Peer POWER Program. Responsible for supervision of Peer POWER Staff. Assists in achieving the goals of Prevention Works, Inc.

Principle Duties and Responsibilities:

1. Oversee implementation and management of the Prevention Works Peer POWER Program (4 curricula: Healthy Choices; Dive Into Diversity; Substance Abuse Prevention; and Violence Prevention) to achieve the goals and objectives
2. Responsible for the development of the program materials as needed
3. Hire/Manage all Peer POWER Program Staff
4. Coordinate the training of Program Staff (12 hours of training for each curriculum).
5. Utilize database to record program attendance and demographics
6. Maintain accurate, complete records of programs and projects to provide management with weekly status reports
7. Partner with youth serving organizations to provide prevention programs
8. Assist with the development of documents and reports
9. Organize and provide presentations to community agencies, schools or businesses on prevention issues
10. Provide health information at local health fairs and booths
11. Other duties as assigned which are consistent with the goals of PWI

Minimum Requirements:

1. Ability to analyze, interpret and convey information in oral and written formats in order to present materials in an informative and interesting manner
2. Ability to address disagreements and problems directly and objectively using conflict as an opportunity for agency growth
3. Excellent organization skills and follow through with the ability to multi-task, prioritize work and create goals through analyzing trends from internal and external sources
4. Ability to make sound decisions by considering relevant information, involving others if necessary and takes responsibility for decisions made
5. Ability to demonstrate an understanding of the mission and vision of Prevention Works and support organization decisions
6. Experience in working with grant funded programs and/or youth prevention programs
7. Management experience with staff and/or volunteers
8. Must have reliable transportation and telephone
9. Experience with culturally diverse groups
10. Computer and Internet experience required (Microsoft Word, Excel, Power Point and Access)
11. Some evening and weekend work will be required
12. To obtain Prevention Specialist certification through the Michigan Certification Board for Addiction Professionals within the timeline of the given professional development plan

Education: Bachelor degree in related field and/or Certified Health Education Specialist, Certified Prevention Specialist or actively obtaining certification.

Prevention Works offers a competitive salary and excellent benefit package. Qualified candidates should email (preferred method) or mail a letter of interest and resume to:

glemmer@prevention-works.org

(Please use “program coordinator” in the subject line.)

Prevention Works
Attn: Hiring Committee
611 Whitcomb, Suite A
Kalamazoo, MI 49008

Prevention Works is an Equal Opportunity Employer