**ORGANIZATION:** Join Together Northern Nevada (JTNN) is a nonprofit substance abuse coalition that brings citizens, agencies, businesses, and government organizations together toward the common goal of building a healthy, drug free community.

**POSITION:** Prevention Education Specialist (F/T) – 40 hours per week

Salary: DOE + $300/monthly healthcare stipend

**SUMMARY:** Seeking highly organized individual for Prevention Education Specialist position to teach evidence-based curriculum to high school students, teachers, and counselors. Must possess a high level of initiative, professionalism, planning and organizational skills, well developed interpersonal and communication skills, and a professional appearance.

**RESPONSIBILITIES**

* Plan, organize, and coordinate delivery of Botvin LifeSkills Training curriculum, an evidence-based prevention program, to high school students, health teachers, and counselors.
* Administer all pre- and post-test evaluations.
* Promote and market the program to high school teachers and counselors.
* Travel to multiple sites to coordinate with teachers and deliver the curriculum.
* Coordinate and/or participate in collaborative meetings to share resources and build or strengthen partnerships with teachers, counselors, and other stakeholders.
* Document all program activities as required, and submit quarterly grant reports.
* Respond appropriately and effectively to the diversity of students, teachers, and other staff members.
* Provide guidance to students and teachers with referrals to community resources.
* Work as part of a team with other JTNN staff members.
* Attend training seminars relevant to curriculum and alcohol and drug issues.
* Assist in maintaining Botvin LifeSkills Training program material inventory.
* Perform other duties as assigned by the Executive Director or Program Director to meet program needs.

**REQUIREMENTS**:

* + - * Bachelor’s degree in education, health or social science field
      * Excellent communication/presentation skills
      * Excellent organizational skills with the ability to prioritize work
      * Self-starter with initiative and the ability to work independently
      * Prior experience working with youth – preferably teaching a skill
* Ability to demonstrate skills in problem solving, coordination of activities and events, and verbal and written communication with key stakeholders
* Working understanding of drug and alcohol prevention, risk and protective factors, intervention and treatment, or the willingness to learn.
* Ability to meet grant deliverables
* Willingness to be flexible with work schedule to accommodate organization’s needs
* Ability to maintain professional and ethical standards at all times
* Ability to represent JTNN positively
* Excellent verbal and writing skills in the English language
* Computer literate with working knowledge of Microsoft Word, Excel, and PowerPoint
* Must provide own transportation and proof of a current Nevada driver’s license and insurance upon accepting the position
* Must pass a pre-employment criminal background check, employment background check, and drug screen

**KNOWLEDGE OF and ABILITY TO**

Understand and apply principles, methods, procedures, and strategies utilized in the implementation of a comprehensive program designed to reduce and/or prevent problems associated with high risk behavior among youth such as drug, alcohol use, and violence.

**Communicate** effectively in oral and written form. Able to deliver lessons to youth and adults. Able to read, analyze, and interpret reports. Able to write reports, correspondence, and emails.

**Facilitate and resolve conflicts.**  Able to manage dialogue in a classroom setting or meeting with individuals who have conflicting opinions or beliefs.

**Maintain grant files** and retrieve information when needed.

# PHYSICAL DEMANDS

While performing the duties of this job, the employee is required to stand or sit for extended periods. The employee will also be required to occasionally stoop, bend, and reach. The employee is required to use hand to finger, handle or operate objects or controls, reach with hands and arms, and be able to hear and speak. Duties will require walking and driving. Must be able to lift or move up to 20 pounds for short distances.

**TO APPLY:** Send a resume, cover letter, and 3 references to [info@jtnn.org](mailto:info@jtnn.org) by 5/24/2019