



POSITION: Project Coordinator (F/T) – 40 hours per week
Salary: DOE + PTO and medical benefits

JOB DESCRIPTION:

Join Together Northern Nevada (JTNN) is seeking a motivated, self-directed individual who is committed to providing education to youth, parents, and other community members related to substance abuse prevention. Responsibilities will include coordinating prevention efforts within Washoe County School District, identifying community partners, and delivering presentations relating to drug misuse to multiple audiences. Must possess a high level of initiative, professionalism, planning and organizational skills, well developed interpersonal and communication skills, and a professional appearance.

REQUIREMENTS:

- Bachelor's degree in public health or social science field preferred
- 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 coordinating projects and programs
- 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



RESPONSIBILITIES

- Plan, organize, and coordinate delivery of evidence-based prevention programs to K-12 students. Respond appropriately and effectively to the diversity of students, teachers, and other staff members. Provide guidance to students and teachers with referrals to school or community resources.
- Project Oversight
- Develop and conduct educational presentations for a variety of audiences on substance misuse and abuse, addictive drugs, and other topics as directed.
- Document all program activities as required and submit quarterly grant reports.
- Coordinate and/or participate in collaborative activities and meetings to share resources and build or strengthen partnerships with community stakeholders.
- Attend agency committee and community meetings.
- Work as part of a team with other JTNN staff members and at assigned schools.
- Attend training seminars relevant to curriculum and alcohol and drug issues.
- General office duties such as preparing typed committee meeting reports.
- Other projects as assigned.

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.

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.



If offered employment: 1) applicant must provide evidence of auto insurance and 2) submit to a pre-employment drug test and background check.

Please send an email to info@jtnn.org with the following: 1) cover letter, 2) resume, 3) the name and contact information for three professional references.