

PREVENTION FIRST

Youth & Caregiver Resource Center Administrator

POSITION SUMMARY

This position will manage all aspects of the Youth and Caregiver Resource Center. Responsibilities include developing and curating resources that support and educate youth and caregivers on a variety of behavioral health issues, including mental health, substance use disorders, life stressors, resiliency, and other trauma-related interventions with a focus on youth whose caregivers use substances and intergenerational trauma.

ESSENTIAL FUNCTIONS

- Oversees a wide variety of activities to disseminate information and resources to youth and caregivers throughout the state; engages in partnerships to execute the program's strategic initiatives; ensures positive youth development practices and principles of authentic youth engagement are central to the grant's work.
- Develops or curates resources, infographics, fact sheets, and toolkits on evidence-informed practices whose focus is to support youth whose caregivers use substances; to provide education and support on intergenerational trauma, ACEs, positive childhood experiences, and resilience; to provide education, bring awareness to, and address the relationship between LGBTQ+ youth substance use and risk of suicide; and to address the elevated risk of substance use for youth and caregivers with undiagnosed neurodivergent conditions.
- Develop a resource inventory or catalog of all curated and developed materials to share with the Illinois Department of Human Services. Maintain and update this inventory or catalog as needed.
- Identifies subject matter experts to develop and facilitate webinars to provide education and support to youth whose caregivers use substances and subject matter experts to train youth who attend advocacy day events throughout the state.
- Coordinates training programs led by outside consultants; screens and secures appropriate consultants; provides general guidance to and works with consultants to ensure programs are in accordance with the identified needs; monitors activities of consultants to ensure proper use of resources.
- Identify and build relationships with stakeholders who will provide resources for youth and caregivers in their businesses and organizations – such as library networks, health care networks/medical service providers, organizations that host back-to-school events, hairdressers/barbers locations, YMCA/YWCA facilities, community centers, and other locations both youth and caregivers may visit.
- Builds relationships with youth-serving organizations to cultivate partnerships, identify opportunities for collaboration, and strategically expand the reach of the Youth and Caregiver Resource Center across the state.

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- Work with the Prevention First Youth Advisory Board and Youth Action Boards throughout the state to host podcasts developed and facilitated by youth to provide support to youth throughout the state.
- Coordinate with local youth and the Prevention First Youth Advisory Board to host advocacy days that are planned by youth in locations throughout the state.
- Collaborate with all Prevention First Resource Centers on the development of materials, webinars, and training.
- Project Management: coordinates tasks and responsibilities as well as project progress and deadlines to drive the development of quality resources, training, and other deliverables. Performing quality control on the project throughout development to maintain the standards expected.
- Travels to various communities throughout the state to coordinate presentations, meet with stakeholders, build partnerships, and promote the Youth and Caregiver Resource Center resources and initiatives.
- Monitors new literature and trends in youth behavioral health, youth leadership initiatives, mental health and wellness, substance use prevention, positive youth development, and related fields.
- Demonstrates commitment to valuing diversity, equity, and belonging and contributing to an inclusive working and learning environment.
- Evaluate program initiatives, develop and conduct needs assessments, analyze reports, and recommend program enhancements to the Director of Resource Centers.
- Manages electronic media activities, including updating and maintaining the Youth and Caregiver Resource Center webpage and social media marketing, and provides information to be included in monthly electronic newsletters.
- Performs related administrative tasks; assists with the development and administration of department budgets; monitors expenditures to ensure compliance with the approved budget and adequate resources; obtains and processes related invoices; prepares various reports and documents, including activity logs, travel vouchers, quarterly and annual reports, etc.

POSITION QUALIFICATIONS

Bachelor's degree in Community Education, Community Health Services, Youth Justice, Training and Education, Social Work, or a related field with a minimum of five to seven years of related professional experience involving the management of special projects, budgetary accountability, grant writing, professional prevention field work and interactions with youth groups; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Background checks are required for all staff that have direct contact with minors involved in youth-serving programs.

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DESIRED SKILLS AND ABILITIES

- Facilitative Leadership Skills – Ability to bring about an outcome (such as learning) in large groups, small groups, and one-on-one scenarios; able to promote collaboration and coordination across programs and services.
- Goal Oriented - Ability to focus on a goal and obtain a pre-determined result.
- Interpersonal - Ability to get along well with a variety of personalities and individuals; ability to build inclusive partnerships that bring together a diverse array of stakeholders to engage in authentic collaboration.
- Creative - Ability to produce new concepts, ideas, and innovative solutions.
- Excellent Communication Skills – Ability to organize and convey ideas clearly in writing and verbally.
- Critical Thinking – Ability to analyze and evaluate an issue in order to form a judgment.

ABOUT PREVENTION FIRST

Prevention First is a nonprofit and the leading organization for knowledge-building and the dissemination of evidence-based prevention strategies. Our mission is to advance efforts to promote healthy behaviors and prevent substance misuse in every community through a variety of evidence-based and collaborative approaches, including training, support, and public awareness. Since 1980, Prevention First has provided training, technical assistance, and resource materials to thousands of schools, community groups, parents, and youth. We specialize in building the capacity of practitioners to build and sustain effective community coalitions to prevent substance abuse, develop comprehensive strategic prevention plans, and select and implement appropriate evidence-based prevention strategies. We are funded through the Illinois Department of Human Services and offer our services throughout the state.

We offer an exceptional benefits package to our full-time employees (80% and above):

- Paid Time Off Accrual System (eligible day 1)
- Paid holidays
- Medical, dental & vision
- 401(k) plan (eligible after 90 days, vested after 1 year)

This is a full-time, FLSA-exempt position, reporting to the Director of Resource Centers. We have locations in both Chicago and Springfield, with the opportunity to work remotely. The starting salary is \$57,000.

Prevention First is committed to creating a diverse environment and is proud to be an equal opportunity employer. We're committed to having an inclusive and transparent environment where every voice is heard and acknowledged. We are dedicated to equality and believe deeply in diversity of race, gender, sexual orientation, religion, ethnicity, national origin, and all the other unique characteristics that make us different.

APPLICATION

We strongly encourage people from underrepresented groups to apply. Please e-mail your cover letter and resume to humanresources@prevention.org.