

# PREVENTION FIRST

## Chicago Strategic Action Council Project Coordinator

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### POSITION SUMMARY

This position will coordinate the Chicago Strategic Action Council (CSAC) project to successfully meet grant deliverables by managing project timelines, coordinating stakeholder efforts, and serving as the primary point of contact between CSAC members and external entities. This position will work closely with the Chief Development Officer to monitor progress, resolve challenges, and adapt plans to optimize results, playing a key role in the project's strategy execution to achieve CSAC's objectives in substance misuse prevention and mental health promotion among Chicago's youth.

### ESSENTIAL FUNCTIONS

- Orchestrate the coordination and execution of CSAC project activities, ensuring alignment with goals and objectives.
- Oversees a wide variety of activities to facilitate the effective implementation of project strategies, ensuring they are carried out efficiently and effectively; engages in partnerships to execute strategic initiatives of the project; ensures objectives in substance misuse prevention and mental health promotion among Chicago's youth are central to the work of the grant.
- Facilitate the efforts of various CSAC stakeholders (e.g., community organizations, schools, and prevention service providers) as they implement the CSAC's theory of change and common agenda through workgroups, convenings, town halls, and other activities.
- Manage project timelines, analyze and monitor progress, and adjust plans as needed to meet project milestones and deliverables and to achieve optimal results.
- Act as the primary liaison between CSAC members, external partners, and collaborators to ensure effective communication and partnership; foster collaboration to assist stakeholders in completing project tasks and meeting deliverables.
- Coordinate meetings, workshops, and training sessions, ensuring logistics and resources are appropriately managed. Assist in identifying and securing appropriate consultants; provide general guidance to and work with consultants to ensure programs are in accordance with the identified needs.
- Compile and disseminate project reports and updates to stakeholders, highlighting progress, challenges, and successes.

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- Support the Data Analyst in managing and analyzing project data to inform decision-making and strategy adjustments.
- Monitor and track project expenditures and assist with budget management to ensure financial accountability; obtain and process invoices; prepare travel vouchers, contract requests, and other required documents for approval.
- Represents Prevention First on various internal, regional, and community-based committees; attends meetings, conferences, and other events; participates in all internal staff meetings, organizational retreats, and planning meetings.
- Demonstrates commitment to valuing diversity and equity and contributing to an inclusive working and learning environment.
- Operates basic office equipment and presentation technology; utilizes communications and conferencing platforms (e.g., Zoom, WebEx, Teams, etc.), internet access, internet search capabilities, PowerPoint, and other programs as needed; operates a motor vehicle. Prepares various reports and documents, including activity reports, quarterly and annual reports, etc.

## **POSITION QUALIFICATIONS**

Bachelor's degree in Education, Community Health Services, Social Work, Data Management, or a related field with a minimum of three to five years of related experience in violence prevention, youth development, facilitating or delivering trainings, project management coordinating technical assistance, strategic planning and performing related tasks; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

## **DESIRED SKILLS AND ABILITIES**

- Facilitation Skills – Ability to bring about an outcome (such as learning) in large groups, small groups and one-on-one scenarios.
- Creative - Ability to produce new concepts, ideas and solutions.
- Goal Oriented - Ability to focus on a goal and obtain a pre-determined result.
- 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.
- Interpersonal - Ability to get along well with a variety of personalities and individuals.

## **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

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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 Chief Development Officer. This position is located in our Chicago office, with the opportunity to work remotely. The starting salary is \$52,000.

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](mailto:humanresources@prevention.org).