

PREVENTION FIRST

TRAINING AND EVENTS PROGRAM ASSISTANT

POSITION SUMMARY

This position will provide administrative support to the Substance Use Prevention and Recovery (SUPR) Treatment Training and Technical Assistance program and assists in coordinating meetings and special events for the organization.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required or assigned.

- Maintain and manage the training registration and database systems, including training set-up, registration, evaluations, and reporting.
- Utilize the internal training database (uConnect) and learning management system to set up and maintain training, webinars, and online courses so participants can register and view event information on the website, including updating system emails and registration correspondence.
- Organizes, completes, and submits CEU (continuing education units) applications for the SUPR training program and other special events; maintains CEU application records; collaborates with the program manager to collect educational program details for applications.
- Provides registration support including but not limited to reviewing registrations for prerequisites, approving/canceling registrations, manages program waiting lists, and reconciles attendance reports with the registrations after training or webinars are complete; releases certificates and CEU's post training.
- Assists users needing technical assistance or troubleshooting support with their training accounts, registration, passwords, and online training.
- Assists with setting up webinars and virtual trainings. Produces and provides technical support during webinars and virtual trainings, assists with troubleshooting, and helps to monitor the online training participant chat during events. Occasionally provides onsite support for in-person trainings and events.
- Assists in the planning and coordination of meetings, and special events, including assisting in the development of goals, objectives, and timelines.
- Assists in coordinating event logistics, including identifying sites and negotiating contracts with hotel facilities for meetings and other events. Oversees communication and onsite logistics with hotel staff as needed.

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- Collaborates with various committees, workgroups, or departments in the development of educational programs for training, professional development, and other events. Prepares and distributes meeting minutes and correspondence as needed.
- Provides support to training and special event participants, including registration; prepares and sends correspondence; provides on-site registration support; prepares name badges for participants; attends meetings on and off-site as needed.
- Coordinates and organizes training materials, information packets, handouts, and other resource materials prior to the events. Maintains all training and event files; compiles data from event evaluations and prepares related reports.
- Maintains assigned inventories, orders office supplies, and coordinates water delivery.
- Collaborates, cross-trains, and provides backup to other program assistant positions.
- Demonstrates commitment to valuing diversity 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.

POSITION QUALIFICATIONS

Associate degree or technical school training in business administration, technology, human services, or a related field with two to three years of technical knowledge, data entry, project management, database/learning management systems coordination, and general office experience or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities. Must be technologically proficient with thorough knowledge of meeting platforms (e.g., Zoom, WebEx, GoToTraining) and/or learning management systems and databases. Proficiency in Microsoft Office Suite is necessary. Excellent organizational skills and attention to detail are required.

DESIRED SKILLS AND ABILITIES

- Attention to Detail – Ability to achieve thoroughness and accuracy when completing a task.
- Critical Thinking – Ability to analyze and evaluate an issue in order to form a judgment.
- 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.
- Interpersonal - Ability to get along well with a variety of personalities and individuals.

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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 non-exempt position reporting to the Manager of SUPR Training and Technical Assistance. This position is located in our Chicago office. The salary range is \$40,000 - \$43,000.

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.