



Regional Leadership Center Program Coordinator

POSITION SUMMARY

The Regional Leadership Center (RLC) Program Coordinator will be responsible for coordinating the activities of the Regional Leadership Center throughout the state of Illinois. This position will develop and deliver trainings, provide technical assistance, engage stakeholders and promote the services of the RLC.

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 and assigned.

- Oversees a wide variety of activities to facilitate the effectiveness of the Regional Leadership Center throughout the state; provides general guidance to consultants; monitors activities of consultants to ensure proper use of resources.
- Provides training, education, resources, and tools on evidence-based opioid and stimulant use prevention strategies to RLCs, ROSC councils, community coalitions and treatment providers addressing opioid and stimulant use disorders; facilitates training curricula via classroom, phone, webinar, etc., to diverse populations in community areas throughout the state; prepares for training; coordinates logistics; conducts follow-up with participants for feedback, including participant evaluations.
- Provides technical assistance to RLCs, ROSC councils, community coalitions and treatment providers on evidence-based opioid and stimulant use prevention strategies; provides subject matter expertise to fellow RLC organizations to identify opportunities to integrate evidence-based prevention programs, services, and strategies into local and regional efforts.
- Identifies evidence-based existing resources, curricula, and other information that can be adapted or used to support regional and local entities in their efforts to prevent opioid and stimulant disorders. Develops job aids, training content and other materials for classroom-based trainings, online trainings, webinars and professional development resources; conducts research on a variety of subject matters and interviews subject matter experts to develop content of training programs and associated resources.
- Builds relationships with state agency department representatives, Regional Leadership Centers, ROSC councils, community coalitions and treatment providers focused on opioid



and stimulant use disorders in communities throughout Illinois to cultivate partnerships to strategize, plan and collaborate efforts.

- Develops and conducts needs assessments to identify professional development needs, including training and technical assistance, of target audiences that are stakeholders in the prevention, treatment, and recovery management of opioid and stimulant use disorders at the local and regional levels.
- Develops and conducts needs assessments to identify professional development needs, including training and technical assistance, of communities and law enforcement.
- Manages the Opioid and Stimulant Prevention Resource Center webpage; develops new and identifies existing resources to be included on this site; manages electronic media activities.
- Actively participates in statewide RLC planning meetings and other subcommittees as necessary and appropriate.
- Monitors new literature and trends in opioid, stimulant use disorder and related fields; provides feedback on current practices, new initiatives, and collaborations.

POSITION QUALIFICATIONS

Requires a Bachelor's degree in Community Education, Community Health Services, Training and Instructional Design, Social Work, or related field with a minimum of five to seven years of related professional experience involving the supervision of an assigned staff, 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.

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 to form partnerships.



ABOUT PREVENTION FIRST

Prevention First is a nonprofit organization dedicated to fostering healthy communities that encourage drug-free youth. 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. 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 through the state.

We offer an exceptional benefit 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 Program and Development Administrator. This position is based in Chicago or Springfield, with the option to work from home. The starting salary is \$57,000. Current funding for this program is projected for a two year period.

APPLICATION

Please e-mail your cover letter and resume to heather.worth@prevention.org or mail to 33 W. Grand Ave, Suite 300, Chicago, IL 60654. **Deadline to apply is Friday, October 30, 2020.** No phone calls please! EEO employer.