



NORTHEASTERN

Wisconsin Area Health Education Center

925 S. 15th St., Manitowoc, WI 54220

JOB TITLE: Prevention Program Manager

REPORTS TO: NEWAHEC Executive Director

PURPOSE

Responsible for overseeing all aspects of county/federal funding for the Healthiest Manitowoc County Substance Abuse Prevention Coalition (HMCSAP). This includes but is not limited to: community engagement, coalition development, program implementation, strategic planning, project sustainability, budget management and grant reporting.

Please note: This position is funded through a five-year grant. Position availability after the five-year grant period is contingent upon agency being able to secure other funding.

ESSENTIAL FUNCTIONS

- Under the supervision of the Executive Director, manages prevention efforts with the focus of preventing substance misuse among youth and adults in Manitowoc County.
- Assists with building capacity of HMCSAP by engaging multi-sectors such as youth, parents, law enforcement, public health, elected officials, business, media and diverse community members.
- Assist with developing and implementing a logic model utilizing the five phases of the Strategic Prevention Framework (SPF).
- Assist with implementing environmental strategies (reduce access, change consequences, and modify policies) to reduce substance misuse among youth and adults.
- Manage coalition budget and ensure dollars are spent according to specified funding allocations.
- Leads coalition sustainability planning.
- Monitors evaluation, data collection, and dissemination of programs, training and activities as they relate to coalition grants.
- Assists in preparing the continuation applications which include annual work plan and budget.
- Takes lead in completing required reports for grantor.
- Provides administrative support to HMCSAP co-chairs and at coalition meetings.
- Supports HMCSAP coalition activities.

WORKING CONDITIONS/PHYSICAL REQUIRMENTS

Considerable work on computer. Some travel within Manitowoc County and state.

Note: During COVID-19 pandemic, staff are encouraged to work from home until further notice.

MINIMUM QUALIFICATIONS

- Associate or Bachelor's degree preferred in health education, public health, management, social services or related field.
- Ability to effectively interact with a wide variety of members, including youth, school faculty, law enforcement, government, community leaders, and members of diverse backgrounds.
- One-year experience in education, public health, or community development.
- Ability to communicate effectively both verbally and in writing.
- Ability to effectively coordinate and motivate the work of volunteers.
- Ability to exercise independent judgement, manage multiple priorities, and take positive action.
- Proficiency in Microsoft Office software.

COMPENSATION

Competitive salary and full benefits package.

TO APPLY

Send cover letter and resume to Annie Short at annies@newahec.org