

**Job Description**  
**Community Advocates' Public Policy Institute**  
**Strategic Prevention Framework – Partnerships for Success (SPF-PFS)**

POSITION: Strategic Prevention Framework – Partnerships for Success (SPF-PFS) Coordinator  
REPORTS TO: PPI Manager

**Job Description:**

This position is a full-time position. The position entails managing the Strategic Prevention Framework - Partnership for Success (SPF-PFS) grant, focused on alcohol and vaping prevention and its implementation in Milwaukee County. Position includes regular communication and technical assistance with subcontracted agencies, reporting to Substance Abuse and Mental Health Services Administration (SAMHSA), organizing local and regional trainings, and facilitating regular sub-contractor meetings.

**Essential Duties and Responsibilities:**

1. Oversee the implementation of the SPF-PFS grant which includes a focus on supporting sub-grantees, improving opportunity for behavioral health access and increase community supports and engagement around substance abuse prevention.
2. Manage the Comprehensive Addiction and Recovery Act (CARA) grant, a small grant focused on opioid prevention. It primarily includes doing community and prescriber education while collaborating with 53206 focused prevention coordinators.
3. Provides leadership in the planning, implementation, management and evaluation of the SPF-PFS multi-year action plan.
4. Attend Milwaukee County Substance Abuse Prevention Coalition meetings, as well as sub-grantee coalition meetings to ensure project and activity alignment within the department and between partners.
5. Work collaboratively with the evaluation team and Grants Manager around data collection and reporting on the project. Data will be collected all sub-grantees and reported into database systems. Prepare for and attend bi-weekly evaluation team meetings.
6. Attend bi-monthly meetings with Federal Project Officer. Prepare and outline agenda and related materials.
7. Maintain regular communication with all SPF-PFS partners. This includes email communications, telephone conversations, virtual and in-person meetings.
8. Coordinate Milwaukee outreach activities. Working with potential partners, coalition members, neighboring coalitions to carry out various methods of education, information sharing, relationship building, etc.
9. Supports education of local and statewide policy makers to increase knowledge around behavioral health disparities, drug prevention and related policies.

10. Assist with additional sub-grantee outreach events, some of which will be outside of normal business hours. Responsible for preparing information to share, knowledgeable about AODA resources and partnerships, and transporting materials to and from event.
11. Collaborate with other PPI prevention staff around overlapping drug prevention initiatives, training opportunities, etc.
12. Attend all Public Policy Institute staff meetings.

#### **QUALIFICATIONS/EDUCATION/SKILLS/EXPERIENCE**

- A background in coalition work and public health considered a plus
- Strong experience in Microsoft Office: Word, Excel and Outlook necessary
- Ability to be a critical thinker and take workplan to the next level
- Able to operate virtually
- Exhibits cultural competence
- Skilled in outreach, relationship building and conflict resolution
- Strong oral and written communication skills
- Strong organizational and time management skills
- Ability to maintain confidentiality of written or verbal information
- Ability to work in a fast-paced environment
- Valid driver's license and ability to drive and transport equipment to various sites

Special Conditions/Travel: Normal working hours for this position are 9:00am to 5:00pm, Monday through Friday. Occasional evening and/or weekend hours may also be required. Must be able to lift up to 50 pounds, able to set up and take down outreach and event tabling displays. Roughly 25% of the time driving will be required for this position. Opportunities for travel to local and national conferences will exist.

To apply, email your resume and a cover letter to [jobs@communityadvocates.net](mailto:jobs@communityadvocates.net) with SPF-PFS in the subject line.