

**Job Description**  
**Community Advocates Public Policy Institute**  
**Youth Coordinator**

POSITION: Youth Coordinator  
REPORTS TO: Prevention Services Manager

**Job Description:**

This is a 30 hour/week position. The position entails coordinating youth engagement for the prevention grants that include youth activities.

**Duties and Responsibilities:**

1. Attend all related substance abuse prevention meetings and workgroup meetings
2. Assist project leaders in preparing for coalition meetings, staffing coalition meetings and identifying trainers and speakers, preparing for events, staffing tables at community events and other coalition activities as needed
3. Responsible for ensuring youth components of prevention workplans are completed, coordinating with evaluators, and collaborating with Grants & Communication Manager to submit reporting
4. Collaborate with the Project Evaluators to develop plan for capturing data, effectiveness of trainings and activities and recording and reporting all data.
5. Recruit youth from the community to engage with the various prevention projects
6. Maintains and expands relationships with other youth serving organizations, schools, and acts as a liaison between those and CA activities
7. Implement methods to encourage participation and retention of members
8. Enhance skills and community capacity to address youth alcohol access and use
9. Provide support to reduce youth alcohol access, use, and referral to treatment and youth marijuana use while increasing protective factors/reducing risk factors
10. Implement efforts with retailers to reduce access and enhance barriers to youth alcohol use, as well as enforcing consequences of retailer noncompliance and providing retailer education.
11. Address how the physical design of the community in terms of density of alcohol retailers impacts youth alcohol access and use
12. Modify or change policies to reduce youth alcohol access and use
13. Enhance skills in youth marijuana prevention through targeted trainings and community meetings
14. Reduce access and enhance barriers to youth marijuana use by addressing drug paraphernalia sold by retailers
15. Work to make the consequences of youth marijuana use more productive
16. Address how the physical design of the community in terms of density of access to drug paraphernalia impacts youth marijuana access and use
17. Modify or change policies to reduce youth marijuana access and use

**Qualifications/Skills:**

- Minimum of B.A. in Social Work, Human Services, or relevant experience.
- Applied knowledge of substance use/abuse and its impact on young people within the community. Knowledge of public health approaches to prevention a plus.
- Prior experience with individuals and youth from diverse economic, racial, and ethnic backgrounds.
- Superior oral and written communication skills.
- Proficiency in Microsoft Office Suite.

**Personal Qualities:** Ability to work as a member of a team or independently; excellent problem-solving skills; ability to multi-task and comfortable communicating with a broad range of coalition members.

**Special Conditions/Travel:** Some evening and weekend hours may be required. Must be able to lift 25 pounds. Some travel may be required.

**Deadline to Apply:** Monday, September 14, 2020.

**Reply to:** Send resume and cover letter to [prevention@communityadvocates.net](mailto:prevention@communityadvocates.net). Only Adobe Acrobat PDF or Microsoft Word documents accepted.

**Benefits:** Community Advocates compensation package includes company-paid health, life, short & long term disability insurance; employee-paid dental and vision; 401(k) plan, Flexible Spending Accounts (dependent and medical) and generous paid time off.