



Part-Time Prevention Coordinator

ASAP of Anderson is a substance misuse prevention nonprofit located in Clinton, TN. With a mission of preventing and reducing substance misuse among youth and adults in Anderson County, ASAP carries out its work by utilizing a coalition of volunteers representing various community sectors to implement population-level strategies for change.

DESCRIPTION:

- The ASAP of Anderson Prevention Coordinator will coordinate, implement, and track Alcohol, Tobacco, and/or Other Drug (ATOD) prevention programs and strategies.
- The position is part-time and will require a 20-hour work week, including local travel. Some evening and weekend work required. This position will report to the ASAP Project Director.
- \$18,000 - \$20,000 per year. Position dependent upon grant funding.

DUTIES:

- Work with Project Director and grantor to implement strategies to meet set objectives
- Provide support services and coordination of all program activities
- Create and submit quarterly progress reports
- Maintain a database to track all grant-related outputs and outcomes
- Attend required grantee training
- Coordinate prevention efforts
- Plan and implement special events relevant to grant objectives
- Prepare and effectively deliver public speaking events and training events
- Track program efforts to ensure project goals, objectives and activities are being successfully completed
- Other duties as assigned by Project Director or Executive Director

QUALIFICATIONS:

- Strong initiative and sense of collaboration
- Proficiency in written and spoken communication
- Presentation experience and comfort engaging an audience on a variety of topics
- Knowledge of substance misuse prevention preferred
- Computer skills, including knowledge of Microsoft Office Suite, G Suite, Dropbox, Canva, and social media platforms
- Bachelor's degree from an accredited college or university preferred
- Candidates must possess a valid driver's license
- Candidates must pass a background check and a drug screen

COMMITMENT TO DIVERSITY, EQUITY, AND INCLUSION:

Substance misuse is an issue that affects all communities. ASAP of Anderson is going through a period of evaluation and transition, and one of our top priorities is making Diversity, Equity, and Inclusion an integral part of all our policies, procedures, outreach, and work. To effectively serve everyone in Anderson County, ASAP is in the process of identifying and enhancing inclusive and equitable engagement practices. All qualified applicants will receive consideration for employment without regard to race, color, national origin, religion, sex, gender identity, sexual orientation, age, disability, genetic information or veteran status.

To be considered, applicants should email a cover letter and resume by March 22, 2021 at 12:00pm ET to info@asapofanderson.org. No phone calls.