

Full Time Position

Organization: New Jersey Prevention Network (www.njpn.org)

Position Available: Peer Trainer

Location: Central Region, NJ

Want to make a difference in the lives of others during the most challenging public health crisis in our lifetime?

During the Covid 19 pandemic, rates of substance abuse and overdose have never been higher.

New Jersey Prevention Network is the leading public health entity in New Jersey with a committed and devoted team that works every day to reduce the harmful consequences related to alcohol, tobacco and other drug use and abuse. NJPN supports New Jerseys addiction workforce through training, credentialing and the use of evidence-based practices and strategies.

Why should you consider joining the NJPN team?

- *Our employees work in a supportive environment with a reputation for EXCELLENCE!
- *They are passionate and committed to making an impact in the work they do.
- *We offer competitive Salaries and Benefits.

Position Summary:

The Peer Trainer is responsible for assisting in the development of and the delivery of NJPN approved curriculum.

Responsibilities Include:

- Facilitate classroom and or virtual training using approved course materials.
- Enhance each course with appropriate videos, group exercises and handouts.
- Monitor student attendance and troubleshoot any student issues during training courses.
- Manage classroom atmosphere and coordinate all paperwork including sign-in sheets, pre/post-tests, and distribution of certificates of attendance.
- Create and teach specialized courses as assigned by the Peer Supervisor or Executive Director.

- Update NJPN's PowerPoint presentations for assigned classes on a regular basis to include new research and information.
- Complete the appropriate administrative work required for compliance.
- Other duties as assigned.

Required Skills/Abilities:

- Excellent verbal and written communication skills.
- Excellent interpersonal and customer service skills.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to prioritize and meet deadlines.
- Proficient with Microsoft Office Suite or related software.
- Proficient with web-based trainings and technical processes of live video streaming.
- Familiarity with a Learning Management System.
- Ability to work a flexible schedule and travel to designated locations

Required Experience:

- Experience providing basic approved education in related fields
- Familiarity with the recovery eco system
- Working with culturally diverse populations

Academic Requirements:

- High School Diploma required; Bachelor's Degree Preferred

Benefits:

- Comprehensive medical, dental, vision, life and & LTD plan options
- Generous paid leave (Vacation, sick, personal)
- 401K plan with employer match.
- Employee Assistance Plan

NJPN is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

The Peer Trainer is a full-time position (35 hours per week).

Applicant must have the ability to work a flexible schedule.

A cover letter highlighting your interest and experience is required.

Submit cover letter and resume to the following: Career@NJPN.Org.

*Resumes without cover letters will not be considered.