Full Time

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

Position Available: Prevention Associate

Location: Tinton Falls, 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, as well as supporting New Jerseys addiction workforce through training and credentialing.

The New Jersey Prevention Network has been in existence for more than twenty years and works to prevent substance misuse, addiction and other chronic diseases by building capacity among professionals, fostering positive collaboration among providers, and strengthening the field of prevention through the use of evidence-based practices and strategies.

NJPN's prevention programs continue to expand to lead and coordinate many evidence-based prevention services including Tobacco Free for a Healthy NJ, IMPACT NJ Coalition focused on marijuana/cannabis and tobacco, supporting Prevention Regional Coalitions across the state, a Military Program for military personnel and their families, and WISE (Wellness Initiative for Senior Education) which is a nationally recognized evidence based program developed by NJPN and implemented across NJ and the US

Consider joining a team that is passionate, strives for excellence, and is truly committed to the work we do. New Jersey Prevention Network has a supportive work environment, a reputation for excellence and offers competitive salaries and benefits. Being a part of the NJPN team provides our staff with opportunities to develop new skills and to make an impact in the work you do.

Responsibilities include:
- Support New Jersey's prevention system including prevention organizations and coalitions across the state.
- Educating and helping to reduce negative impacts of substance use throughout NJ.
- Assist in designing and implementing evidence based and best practice strategies that support our goals in reducing the prevalence of underage drinking, tobacco, prescription drug misuse and illegal drug use/misuse, as well as new and emerging drug trends in our state.
- Engaging, educating and empowering key stakeholders, youth and young adults to encourage the use of best practices to advocate for policy change on a local, regional and statewide level.

- Assist with program coordination and management, community outreach and mobilization, provide training and technical assistance to regional coalitions and other statewide partners including public health professionals, community and school leaders, business owners, and elected officials related to best practices.
- Coordinate and support various prevention initiatives that may include the Regional Prevention Coalitions, the Military Program, WISE (Wellness Initiative for Senior Education), and other evidence based prevention efforts.
- Represent NJPN at key state and regional meetings that support prevention.
- Preparing and submitting required program reports for funders.
- Traveling within state is required as needed; out of state travel required on occasion.
- Other duties as assigned

Academic Requirements: Bachelor's Degree in either Public Health, Public Administration, Public Policy Analysis, Health Services Administration, Community Healthcare Worker or related fields required, bi-lingual preferred.

Required Experience:
- Minimum 3 years of experience in related field.
  We are particularly looking for individuals with:
    - Three (3) years + of relevant experience
    - Strong interpersonal and writing skills.
    - Strong ability to cultivate and maintain relationships.
    - Experience working with culturally diverse populations
    - Experience in training coordination, program management, and evaluation/data management.
    - Strong computer skills in Word, PowerPoint, Excel, etc.
    - Experience with virtual platforms such as Zoom, Basecamp, Google Drive Etc.
    - Experience with design tools such as Adobe Photoshop and/or Adobe InDesign preferred
    - Ability to travel statewide, and, at times nationally for conferences and trainings, as needed.

- Candidate must possess excellent verbal and written communication skills, excellent time management skills, customer service skills, organizational skills, and possess the ability to work with a team and or independently.

Benefits:
- Competitive salary range $50,000 - $60,000 based on experience and credentials
- Comprehensive medical, dental, vision, life & LTD plan options
- Generous paid leave (Vacation, sick, personal)
- 401K plan with employer match.
- Employee Assistance Plan

Additional Requirement:
- Candidates must be fully vaccinated for COVID-19

New Jersey Prevention Network 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 Prevention Associate 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.