



Full Time Position

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

Position Available: Program Development Specialist

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 Jersey's 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 Program Development Specialist is responsible for the research and development of peer recovery support training. This position will also include training facilitation and nationwide collaboration with subject matter experts.

Responsibilities Include:

- Attend virtual and in-person trainings as well as weekly content meetings.
- Demonstrate knowledge and expertise in best practices in research, development, and facilitation.
- Remain relevant on new developments in recovery support services.
- Create engaging research-based content that aligns with state and national standards.
- Coordinate with Subject Matter Experts nationally to contribute to the development of learning materials.

- Collaborate effectively with both internal and external stakeholders to ensure curricula meet goals and objectives.
- Adhere to all state and NJPN assessment guidelines and specifications.
- Travel as required
- Other duties as assigned

Required Skills/Abilities:

- Excellent verbal and written communication skills.
- Excellent presentation skills.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Strong analytical and problem-solving skills.
- Ability to prioritize tasks.
- Ability to function well in a high-paced environment.
- Proficient with Microsoft Office Suite or related software.
- Ability to facilitate training via Zoom or other video conferencing software

Required Experience:

- Prior experience facilitating classroom and virtual training for large groups.
- Experience providing recovery support services.

Academic Requirements:

- Bachelor's degree required
- At least two years related experience required.

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 Program Development Specialist 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.