

Prevention Coordinator
Grade 2 (salary range \$48,000 - \$80,000)
Anticipated actual salary: \$60,000

General Responsibilities:

- Develop initiatives focused on preventing and reducing youth substance use and other risky behaviors; such initiatives shall be developed in collaboration with Natick Public Schools, Natick Recreation & Parks, and other youth serving organizations in Natick, as well as the Opioid Task Force.
- Provide support to the Natick Together for Youth (NTY) coalition, including professional guidance and support, coordination and facilitation of meetings and activities, and planning and participating in community events.
- Provide support to the Natick Above the Influence (NATI) youth leadership program at Natick High School, with initial emphasis on efforts to enhance the group's presence in the community and connection to middle schoolers.
- Participate in the planning and implementation of quarterly At Risk Youth Committee meetings hosted by the Community Service Department.
- Gather and analyze community and regional data and local conditions to inform development of timely and appropriate responses to risk factors that contribute to youth substance use and other risky behaviors.
- Represent the Town of Natick at local and regional meetings, including but not limited to the MetroWest Substance Abuse Prevention Collaborative and the MetroWest Substance Abuse Prevention Alliance.
- Manage public communications, including department mailings, website, social media, press releases, and other opportunities to maximize awareness of the services offered by the Town with respect to substance mis-use and related challenges.
- Provide support with respect to preparation of applications and proper administration of grants.
- Assist in scheduling and coordinating meetings and public events
- Provide general administrative support for division staff

Qualifications:

Minimum of a Bachelor's degree in a related field with five or more years' experience in youth development and/or the development and delivery of substance misuse prevention initiatives. Preferred: MA, MPH, MSW or an equivalent Master's degree or Bachelor's degree with Certified Prevention Specialist (CPS).