



Job Title: Power of Choice 6-8th Grade Campaign Coordinator

FLSA Status: Salaried Non-Exempt

Reports to: Prevention Director

POSITION SUMMARY

This position serves as a member of the 360 Youth Services Prevention Department focusing on the prevention of alcohol and other drug use among the youth of our community. This Department of Human Services, Substance Use Prevention and Recovery (DHS SUPR) funded full-time grant position includes a parent campaign with strong youth campaign components, for 10,000 6-8th graders in all twelve middle/junior high schools in Naperville Community Unit School District 203 and Indian Prairie School District 204 and their parents. The primary responsibilities of this position include facilitating a robust communication campaign with many elements including presenting youth prevention education for middle school students and parents throughout the school year. DHS SUPR grant deliverables include a variety of evidenced-based and best-practice projects, for which this person will work with the 360 YS prevention team as needed to deliver.

ESSENTIAL FUNCTIONS:

1. This position requires direct involvement in a variety of activities including, but not limited to, program and campaign planning and development (design, writing content, etc.), campaign logistics and coordination, student/classroom presentations, parent presentations, interacting with students at POC tables at schools, record keeping, grant and outcome reporting, financial documentation, public relations, and interaction with private and governmental agencies that contribute to the programs.
2. Lead a core team of school and community members and other 360 Prevention Department staff to provide for implementation of all the tasks associated with planning, developing, implementing and evaluating a communication campaign for parents of middle school students and their children.
3. Work directly and primarily with adults and youth in the community and representatives of different schools, agencies, law enforcement, etc., establishing and maintaining relationships, and providing the following: orientation and support as needed; clear and concise communication; progress and outcome related information; ongoing engagement, including expressions of gratitude. Collaboration with community representatives is essential in making a difference and reducing youth use.
4. Meet best-practice and evidence-based substance abuse prevention standards as required by DHS SAPS funding, other funders and 360 Youth Services.
5. Keep various records, program files, statistics, and submit reports as required by the Prevention Director, Chief Executive Officer, Board of Directors or any funding agency.
6. Participate in all DHS SAPS mandated training, including New DHS Staff, Communication Campaign, Focus Group, Promoting the Illinois Youth Survey, Too Good for Drugs and Youth Prevention Education facilitation training and other opportunities provided through Prevention First or other resources.
7. Support middle schools in successful administration of the Illinois Youth Survey (IYS), including assistance as needed with registration, implementation of the IYS on survey day, and follow-up when individual building data becomes available.
8. Work with the 360 Prevention Team supporting other prevention department programs as needed including the Power of Choice High School Communication Campaign, Guard and Discard (a community-wide adult-focused communication campaign to address the contributing factors for reducing prescription drug use for nonmedical reasons), Youth Prevention Education, Youth Advisory Council, resource guide, SAMSHA National

Prevention Week activities, Community Alliance for Prevention and projects as determined. Each key project has a lead staff person.

9. Inspire and maintain a positive team approach to effectively work together and create sustainability.
10. Represent the agency at community events, meetings and other functions as designated.
11. Participate in agency and departmental meetings.
12. Assume other duties as necessary.

COMPETENCIES:

1. **Mission-Driven:** Reinforces 360's mission and vision with the organization and the community. Effectively communicates the benefits and impact of 360's efforts. Ensures community, partner and volunteer engagement, inclusion and ownership. Reinforces culture of supporting healthy choices for youth, parents and the community as a whole.
2. **Collaboration:** Advocates for inclusion and diversity. Inspires others to engage with and support 360. Strong interpersonal skills, including listening well, honesty, kindness, and positive and respectful communication patterns. Commitment to "win-win" problem solving whenever possible. Ability to make decisions based on what is best for the program and for youth and the community as a whole.
3. **Operational Effectiveness:** Establishes and maintains effective working relationships with youth and adults, the community, public officials and professionals involved in prevention and education programs. Demonstrates sound judgment, empathy, and sensitivity to the needs of the program participants, their parents, volunteers, staff and school/community partners. Assures quality of service provision, ensuring that tasks are completed within the required timelines. Demonstrates consistent respect for the children, youth, adults, schools, agencies and other organizations served.
4. **Personal Growth:** Facilitates change; models adaptability and an awareness of the impact of change. Commitment to ongoing training and professional development.

JOB QUALIFICATIONS:

1. Bachelor's degree in a related field or equivalent.
2. Strong organizational and project management skills.
3. Strong interpersonal and communication skills, with the ability to relate to a diverse group of stakeholders required. Strong written communication skills.
4. Strong presentation skills and comfort/enjoyment in presenting to/with middle school students, teens and adults.
5. Strong computer and technology skills are essential.
6. Knowledge of communication campaigns and/or basic marketing
7. Design experience, experience creating products and the wiliness to grow those skills.
8. Knowledge and experience with InDesign is a plus.
9. Knowledge of current developments, literature and sources of information in the field of alcohol and other drug prevention, asset building, strengthening protective and resiliency factors for youth and families, best-practices and evidence-based substance abuse prevention strategies.

About 360 Youth Services: 360 is a powerful organization of individuals joined together by a shared commitment to change lives and inspire hope. By strengthening social/emotional skills, reducing youth access to and use of alcohol and other drugs, and ending the experience of homelessness, 360 works passionately in our pursuit to help children, teens and young adults experience their full potential.

Please see www.thepowerofchoice.info to learn more.

www.360youthservices.org