



# Winooski Partnership for Prevention

Education | Awareness | Engagement

## **YOUTH & DATA COORDINATOR**

### **Job Description**

Hourly position, \$30/hour or equivalent

Up to 20 hours per week

Temporary, with potential to renew for 2023-24 school year

Reports to Executive Director

**Goals of Position:** Partner with individual youth and families to build awareness and education related to substance use prevention through a variety of activities, including coordinating the organization's after school program. Work with diverse youth to gather data related to youth experiences in the community and substance use. Work closely with the WPP team to assess local conditions and inform future work and partnerships of the organization.

### **Characteristics of a Successful Applicant**

- Able to manage middle school aged youth behavior positively & proactively
- Optimistic about preventing substance use
- Committed to utilizing science-based prevention strategies
- Committed to ongoing diversity, equity, and inclusion work
- Flexibility and resiliency

### **Opportunities this position offers**

- Experience working with youth in an classroom and public school
- Connection to education and social work field
- Ongoing learning and professional development opportunities
- Satisfaction from meaningful and impactful work

### **Day-to-Day**

- The youth and data coordinator will develop "lesson plans" or "activity plans" for each program carried out with youth (about an hour each). Programs will take place about once a week for the afterschool group, and on demand for any other programs carried out by the WPP with youth or in partnership with other organizations. The WPP has extensive existing curricula resources and experience to draw from for this purpose.

- Maintain a working knowledge of the health impacts of the most commonly used substances by under 21-year olds, as well as the marketing practices employed to attract these customers. Subscribe and review relevant sector newsletters and resources. Review existing resources.
- Help the organization develop, maintain and expand positive relationships with youth in high school and raise awareness of benefits and opportunities of being involved with the WPP's leadership and advocacy. Visit school on a regular basis and meet with staff and faculty.
- Develop positive relationships with parents and guardians in the community and engage them in our work. Keep updated on local events and programs and meetings. Attend those that are relevant to this effort.
- Proactively learn about the needs of parents in the Winooski community. Communicate with parent groups and contacts to arrange focus groups and other creative means of learning.
- Work with partners to develop and hold focus groups and other means of assessing the attitudes and beliefs around substance use in Winooski. Coordinate dates, times, locations, and incentives. Develop questions with assistance from local experts and record responses.
- Frequently and thoroughly communicate with other staff and executive director.
- Occasional local travel. Potential for additional national travel.

### **Administrative Functions and Skills**

This position will require some administrative support of the organization, including:

- Tracking attendance and demographics of programs
- Collecting participant stories, including session and program evaluations
- Assisting with coordinating other events, in addition to after school
- Other duties as assigned

### **Work Environment**

The Winooski Partnership for Prevention is housed in a small office within the O'Brien Community Center in Winooski, Vermont, and each staff member has a desk, access to a phone, a dedicated computer, and microwave.

### **Description of Organization**

The Winooski Partnership for Prevention's mission is to prevent substance use by educating and empowering Winooski. The organization was started in 2003.

**To apply:** There are two ways to apply. Option 1: Send a cover letter and resume to the Executive Director, Kate Nugent, via email at [katenugent@winooskiprevention.org](mailto:katenugent@winooskiprevention.org). Option 2: Send an email inquiry to the executive director Kate (email above) with a resume and let us know you'd like to work with us on a project. References will be expected for candidates who are considered for the position. Background checks are required. Position open until filled.

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**WinooskiPrevention.org**

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