Vacancy Announcement

Opening Date: August 20, 2018
Closing Date: Until Filled

Vacancy Number: 1146
Location: 2711 Colonial Drive

Job Title: Prevention Specialist
Salary: See Hiring Range Below

Division: Prevention
Part Time/Full Time: Full-Time

Would you like to join a dynamic, interdisciplinary team helping people with drug and alcohol problems medically stabilize and begin their journey of recovery? We are seeking a full-time Prevention Specialist to join the team! With South Carolina state employee benefits, to include: state retirement, health and dental insurance, access to optional life insurance and retirement savings accounts, 13 annual holidays, 2 hours of wellness each month, and 9.38 hours of sick and vacation time accrued each month, this benefits package cannot be passed up! In addition to these great benefits, training and continuing education are a prime focus for LRADAC.

Essential Job Duties include

Assist with the development, implementation, and evaluation of training and educational programming for internal and external audiences:

- Assess the substance use prevention education needs of adult learners/audiences;
- Develop, facilitate, and evaluate internal and external workshops and/or training courses for adult audiences on substance use prevention education;
- Oversee and manage requests and volunteers for the Speaker's Bureau. This includes: assessment of training needs, logistics, speaker identification, recruitment and orientation;
- Manage the evaluation of the Speaker's Bureau from request to completion;
- Market and promote all prevention education training opportunities afforded through personal facilitation and/or the Speaker's Bureau, internally to LRADAC staff and externally to community stakeholders and the general public;
- Manage and report evaluation findings of prevention education training opportunities;
- Assist with training implementation on and off campus to include securing CEUs, responding to participant inquiries and set-up.
Oversee information dissemination by identifying appropriate information and materials to be disseminated:

- Research, ensure the relevance and accuracy, and maintain and organize all digital and physical prevention education materials. Ensure that all materials are up-to-date and align with LRADAC's communications standards and that outdated prevention materials are archived;
- Manage the online library system of prevention education resources (e.g. adding resources and removing old resources, creating resource descriptions, classifying resources, managing resource inventory, etc.);
- Develop, implement, and evaluate strategies for prevention education materials sent via electronic media, as well as in-person and traditional mail. This includes development and maintenance of community partner database and promotion of this service;
- Create and manage the editorial calendar for the electronic media newsletter and its video companion (i.e. ePRESS and the Monthly Minute), develop its content, coordinate with communications staff for content review and dissemination, and assess analytics.
- Identify community members and partners for resource dissemination (e.g. placement and replenishment of prevention education resources at LRADAC's Richland and Lexington offices, identification of community members and agencies to inform them of available digital and physical prevention education resources, provide assistance to persons on the identification of prevention education resources given their audience(s), make prevention education resources available to persons upon request, etc.)

Actively participate in community planning and engagement efforts and serve as a liaison in drug-free community initiatives:

- Identify traditional and non-traditional partners who have a vested interest in substance use prevention education for inclusion in community planning, engagement, and prevention education initiatives;
- Represent LRADAC at community meetings and other events, share updates and present opportunities for collaboration where warranted;
- Assist in the collection, review, and analysis of community substance use data, help present its findings, and identify strategies for using this data to help inform programming;
- Gather required data for program evaluation and prepare and submit required reports.

Qualifications:

- Master's degree preferred;
- Bachelor's degree in journalism, communications, human services or related field or equivalent combination of education and experience.

Certificates, Licenses, Registrations:
- Certified as a prevention professional through the SC Association of Prevention Professionals and Advocates, or able to complete the certification process within two years of employment.

**Hiring Range:**

- Prevention Specialist I - (Bachelor's Degree) - $30,000.00 - $36,600.00
- Prevention Specialist II - (Master's Degree) - $34,000.00 - $36,800.00

**TO APPLY:** Visit [www.lradac.org](http://www.lradac.org) and click on the Employment link.

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