



Winooski Partnership for Prevention

Education | Awareness | Engagement

Youth Engagement Assistant

Position Opening Announcement

The Winooski Partnership for Prevention believes that everyone, regardless of the environment in which they grow up, deserves equal access to a healthy start in life that is essential to growth and fulfillment.

We work toward this mission in several ways, including by partnering with youth as program participants, leaders, and volunteers. Key components of this open position include partnering with youth as part of our after school program that helps build leadership skills among younger students; engaging high school students in projects and opportunities to educate decision-makers; and involving parents who are vital to creating this healthy foundation.

The Winooski Partnership for Prevention is currently looking for someone to assist the executive director in carrying out its partnerships with youth, including the after school program, parent and youth outreach, and other opportunities as they arise. We expect that the person who holds this position will be an integral team member and part of growing the program and their own responsibilities, as well as hours we allot for this work. They will be expected to both carry out their responsibilities and be able to communicate about what they are doing within the team.

An important, regular aspect of this work are occasional meetings and events on nights and weekends. These meetings and events will relate to educating the community and leaders about issues that directly impact youth, as well as outreach about the program. There will also be occasional opportunities for training and travel.

Personal Attributes helpful to this position: Energetic, self-motivated, and passion for the mission and work.

Goals of Position: The central goal of the Youth Engagement Assistant will be to assist the executive director in empowering youth to engage in projects that build awareness among peers and parents, as well as community members and leaders, to motivate the community to reduce substance misuse and abuse.

Necessary Qualifications

- 1-3 years experience working with youth ages 11-17
- College degree or equivalent experience
- Familiarity with Winooski
- Passionate and curious about prevention, public health, and youth

Skills

- Partnering with youth in group settings, classroom management
- Some curricula development and adaptation for youth programming
- Effective project & time management
- Effective oral and written communication
- Flexibility

Major Functions

- Assists youth board members and executive director in recruiting and managing the Above-the-Influence after-school group
- Helps maintain relationships with youth leaders
- Shares information and excitement about program, organization with others
- Assists the executive director in carrying out all aspects of youth program, including, with opportunity to increase independence and role, including weekly leadership development program, including some specific statewide activities and educating the community about substance use prevention, and work with other local service organizations to deliver some new programs
- Assists with tracking and evaluating program results and impacts
- Attends trainings and or meetings with youth as appropriate

Administrative Functions

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

- Tracking attendance and demographics of programs
- Collecting participant stories and evaluations
- Assisting with coordinating organization events
- Other related activities as they arise

Benefits

- Paid time-off, accrual of vacation and sick time, retirement contribution
- Ability to contribute positively to the community
- Schedule flexibility, within needs of organization
- Professional development opportunities/travel

Work Environment

The Winooski Partnership for Prevention is housed in a small office, and the youth engagement coordinator will have a desk, access to a phone, and dedicated computer, refrigerator, microwave. In the summer, we offer community gardening, as well.

Hourly Position, **15-20 hours per week,**
must include most Wednesdays 2-5:00 PM
Salary range, **\$17-\$18 / hour, depending on experience**

Reports to the Executive Director

Description of Organization

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

To apply: Please send a cover letter and resume to the Executive Director, Kate Nugent, via email at katenugent@winooskiprevention.org. References will be expected for candidates who are considered for the position. Background checks are required. Position open until filled.

WinooskiPrevention.org

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