



ORGANIZATION: Join Together Northern Nevada is a nonprofit substance abuse coalition that brings citizens, agencies, businesses, and government agencies together toward the common goal of building a healthy, drug free community. Visit www.jtnn.org for more information.

POSITION: Youth and Community Outreach Specialist (F/T)

The Youth and Community Outreach Specialist raises awareness related to drug and alcohol prevention by developing and implementing comprehensive education and outreach programs and activities for youth, parents, and other community members. Must be motivated, creative, energetic, organized, and team-oriented with excellent interpersonal communications and presentation skills. Must be able to work collaboratively.

SALARY: \$18-\$20/hour – includes vacation pay, sick pay and medical stipend
35-40 hours per week

ROLE AND RESPONSIBILITIES

- Develop and facilitate a youth advisory board.
- Train youth to deliver prevention messages to their peers.
- Act as a mentor to high school youth and supervise college interns.
- Develop and deliver presentations relating to prevention, drug trends and other topics as determined by grant funding.
- Organize and conduct community outreach and educational presentations to audiences such as, but not limited to: community agencies; elementary, middle and high school students; teachers and counselors; and parents.
- Coordinate/attend/participate in community meetings and events sharing resources and building or strengthening community partnerships.
- Conduct research on substance abuse and related topics for internal and external use.
- Attend agency meetings and prepare typed minutes.
- Occasionally facilitate agency meetings.
- Prepare and submit quarterly grant reports.
- Special projects as assigned.
- General office duties: answering phones, sending correspondence, ordering supplies.

REQUIREMENTS

- Bachelor's Degree
- Experience working with youth.
- Background in prevention, education, collaboration, or program development preferred.



- Experience developing presentations for youth or parents.
- Ability to demonstrate skills in problem solving, development and implementation of activities and events, and development of presentations.
- Ability to speak to large groups and facilitate conversations about complex topics.
- Ability to lead projects from concept to completion with limited supervision.
- Working understanding of drug and alcohol prevention, intervention and treatment, or a willingness to learn.
- Ability to work with a wide variety of people.
- Ability to meet grant deliverables.
- Willingness to be flexible with work schedule to accommodate organization's needs.
- Ability to maintain professional and ethical standards at all times.
- Ability to represent JTNN positively in the community at large.
- Must possess strong verbal, writing and editing skills including proofreading.
- Must possess good organizational skills and ability to work independently with minimal supervision.
- Proficient in reading and speaking the English language.
- Computer and Internet literate with working knowledge of Microsoft Word, Excel, PowerPoint, various social media, and popular apps used by youth.
- Must provide own transportation and proof of a current Nevada driver's license and insurance upon accepting the position.

SKILLS

Communication: Must be comfortable speaking with diverse groups. Able to present information and respond to questions effectively. Able to read, analyze, and interpret reports and grant documents. Able to write reports and correspondence.

Facilitation: Ability to facilitate a youth group. Comfortable in managing dialogue in youth and/or adult meetings or situations with individuals having conflicting opinions or beliefs. Able to highlight strengths and common goals to find a compromise for the larger goal.

Creativity: Ability to brainstorm new programs and activities. Able to keep youth engaged.

Commitment to Social Change: Willing and able to engage in community-based activities and efforts that focus on changing social norms, attitudes and behaviors about drugs and alcohol.



PHYSICAL DEMANDS

While performing the duties of this job, the employee is required to stand or sit for extended periods. The employee will also be required to occasionally stoop, bend, and reach. The employee is required to use hand to finger, handle or operate objects or controls, reach with hands and arms, and be able to hear and speak. Duties will require walking and driving. Occasional local travel is required. The employee must be able to lift and or move up to 20 pounds for short distances.

TO APPLY: Please send resume, cover letter and three references to info@jtnn.org by 8/31/2018.

If offered employment: 1) applicant must be bondable, 2) provide evidence of auto insurance, and 3) submit to a pre-employment drug test.