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FAMILY SERVICES OF THE MERRIMACK VALLEY
JOB POSTING

Eligible for a \$2,000 signing bonus

Job Position: Program Coordinator: Prevention in Early Childhood

Reports to: Chief Operating Officer

Status: Full-time (40 hours/week), hybrid

FLSA Category: Non-Exempt

POSITION DESCRIPTION

Family Services' is seeking a Program Coordinator for its "State Opioid Response–Prevention in Early Childhood" (SOR-PEC) Initiative. The goal of the SOR-PEC Initiative, funded by the MA Bureau of Substance Addiction Services, is to reduce the future risk of substance use among children who have a parent/caregiver with a history of substance misuse. The Program Coordinator will be responsible for all aspects of program implementation, including the coordination of a multi-sector stakeholder task force, coordinating implementation of the evidence-based intervention, collaborating with state and regional providers, and monitoring progress through the collection of data.

DUTIES INCLUDE

- Engage stakeholders from public health, education, addiction prevention and treatment, early childhood and other sectors as well as parents and other community leaders, in a cross-sector Coalition.
- Support Coalition members in completing activities related to data collection and analysis, capacity building, training, evidence-based program selection, implementation planning and evaluation.
- Lead the selection, implementation and evaluation of an evidence-based intervention that will result in improvements in outcomes related to the prevention of future substance use, such as parenting skills, reduction in children's exposure to substances, and achievement of developmental milestones.
- Coordinate all aspects of program implementation, which may include training other early childhood providers, engaging parents in curriculum sessions, and/or conducting community outreach.
- Collect, analyze and report on performance measurement data.
- Write and edit work plans and progress reports.
- Collaborate with BSAS and other SOR-PEC providers throughout the state, including attending workshops and trainings.

QUALIFICATIONS

Required Qualifications:

- Bachelor's degree in public health or related field, or a combination of related college coursework along with prevention based experience.
- At least two years of work in community health and/or community organizing.
- Experience organizing and facilitating meetings involving diverse stakeholders.
- Excellent verbal and written communication skills.
- Motivated and energetic self-starter with strong collaboration and organizational skills.
- Demonstrated proficiency in Microsoft Office products such as Outlook, Word and Excel along with the ability to create multi-media presentations through a variety of platforms including PowerPoint, Google Slides, etc.
- Demonstrated proficiency in data collection, analysis and presentation.

COMPENSATION AND BENEFITS

- This is a full-time 40 hour per week position with an hourly rate range of \$20/hour to \$22/hour per hours commensurate upon education and/or experience. **Eligible for a \$2,000 signing bonus.**
- This position may be hybrid with up to 50% of work completed remotely, so long as the needs of the program allow.
- Family Services offers an excellent benefit package including a flexible and supportive work environment, competitive Blue Cross/Blue Shield health and dental insurances, fully paid life and long-term disability insurances, optional voluntary life insurance along with training and professional development opportunities.
- Family Services also offers a generous time off policy for employees working 30 hours or more per week including **4 paid weeks of Earned Time Off as well as 13 paid holidays per year!**
- An amazing opportunity to work with and learn from a team of dedicated, passionate individuals in a diverse environment that serve children, youth, and adults.

TO APPLY

Interested candidates should send resumes to lhowe@fsmv.org.

ABOUT FAMILY SERVICES OF THE MERRIMACK VALLEY

Family Services is a non-profit, social service organization located in Lawrence, MA. The organization helps more than 7,000 people in the Merrimack Valley each year through 20+ programs focused on youth development, parent education and emotional health. All of its services are infused with a sense of hope and possibility and enable individuals to thrive in their family, community, workplace and school. For more information, please visit www.FSMV.org. Family Services is an Equal Opportunity Employer.