

**CLASSIFICATION:**

Job Title: **Collegiate Prevention Coordinator**

Organization Name: Addiction Professionals of North Carolina

Job Type: Full Time, Grant Funded

Location: Triangle Area NC, with remote option available

Organization Type: Nonprofit

Reports to: Director of Scholastic Prevention

Summary: The Collegiate Prevention Coordinator will serve as a point of contact, coordination, and technical support between campus partners and APNC for training, coalition work, and requested support. The Collegiate Prevention Coordinator will serve as staff to APNC's NC Higher Education Consortium (NCHEC) and will also contribute to the Consortium's wide range of projects and initiatives, expanding the scope of the Consortium's collective work. Up to 30% of this grant funded position will include travel, occasionally overnight.

Responsibilities:

- ✧ Assist with coordination of identified trainings for campus partners
- ✧ Partner with Prevention Program Manager to complete technical assistance requests from NC Colleges & Universities
- ✧ Support campuses in data analysis and data visualization creation
- ✧ Assist with evaluations for NCHEC programs & trainings
- ✧ Assist with in-person and virtual site visits with NCHEC campuses annually
- ✧ Outreach to campuses to increase awareness of supports and technical assistance available to campuses
- ✧ Assist with grant writing and research as needed
- ✧ Support workforce development initiatives by coordinating data, feedback, and follow-up needed to strengthen North Carolina's prevention workforce and implementation of statewide workforce initiatives
- ✧ Other related projects and duties as assigned

Required Qualifications:

- ✧ Ability to work independently and as a part of a team
- ✧ Dedication to APNC's mission & values
- ✧ Ability to work and maintain relationships with diverse stakeholders
- ✧ Conferred degree in Public Health, Social Work or related field

Preferred Qualifications:

- 2+ years of related professional or volunteer experience
- Previous Higher Education Experience



NOTE: Must be willing to travel 30% of the time within the state of North Carolina

Salary Range: \$50,000-\$55,000, commensurate with experience. Comprehensive benefits package.

The ideal candidate is a problem solver, quick learner, and a team player with strong communication skills. This is a perfect position for an individual with an interest in training, program coordination, and/or research who is eager to learn more about NC's Higher Education structure and needs. The ideal candidate must be passionate about our mission.

This job description is intended to convey the general nature and level of work expected for this role. It is not intended to be an exhaustive list of all responsibilities, duties, and skills required. The organization reserves the right to modify, add, or remove duties and responsibilities as deemed necessary. APNC provides a competitive salary and generous benefits. Our staff enjoys a high-quality, diverse work environment that includes flexible scheduling and casual dress.

How to Apply: Applicants should send a cover letter and resume by email to rcolbert@apnc.org. Please indicate **"Your Last Name_Collegiate Prevention Coordinator"** in the subject line.

APNC is an equal opportunity employer and does not discriminate based on race, color, religion, sex (including pregnancy, sexual orientation, or gender identity), national origin, disability, age, or genetic information. APNC will provide reasonable accommodations to applicants and employees as needed.