

**Program Coordinator, Substance Abuse Prevention
LGBTQIA+ Partners in Prevention Program
GUIDE, Inc.**

Official title: Program Coordinator
Status: Full-time, exempt position (40 hours/week)
Location: Lawrenceville office with remote/work-from-home opportunities; travel required
Salary: \$38,000-\$45,000 plus generous benefits package
Reports to: Associate Executive Director, Prevention
Start date: January 2023, pending funding

About the Agency: GUIDE is a respected community-based nonprofit that has been serving Gwinnett County since 1986 and Georgia since 1989. The organization provides substance abuse prevention and youth development services to a wide range of community members and stakeholders. There is a supportive team environment within the close and casual office.

Program Description: This position reports to the Associate Executive Director for Prevention and works closely with partners to implement **community-level change strategies** (environmental strategies), particularly as they relate to GUIDE's LGBTQIA+ Partners In Prevention Project (LGBTQIA+ PIPP) grant. This grant focuses on working with LGBTQIA+ young adults (ages 18-25) across Georgia to reduce binge, heavy and underage drinking and tobacco and nicotine use. The grant strategies in the first year include things like providing information, building skills, enhancing support and reducing barrier (may include focus on coping skills, alternative activities, public awareness, building relationships) .

This position requires overnight, out-of-town travel (25-35%) and some weekend and evening work that varies from year to year. Out-of-town travel includes several week-long events each year. During the summer the Program Coordinator will be required to staff up to two weeks of Georgia Teen Institute, which requires being on-site at a remote location for 24 hours a day. The ability to work at Georgia Teen Institute and other out-of-town assignments, with overnight stays, and to work on evenings and weekends throughout the year is non-negotiable.

Job Responsibilities include:

- Oversees and coordinates LGBTQIA+ PIPP contract, focusing on accomplishing the specific deliverables of the contract;
- Participates in the management and maintenance of prevention grant/contract budgets;
- Researches, plans and implements culturally competent evidence-based strategies as outlined in grants/contracts;
- Recruits and coordinates the LGBTQIA+ PIPP Advisory Board and leads them through the Strategic Prevention Framework with their projects;
- Manages the LGBTQIA+ PIPP Community Prevention Alliance Workgroup (CPAW) to include overall membership, recruitment, meeting schedules/agendas and oversight of sub-workgroups including recruiting members, holding monthly meetings, capturing minutes and other necessary management;
- Gathers and tracks all substance abuse prevention-related results, developing analytical summaries to evaluate the progress and success of our strategies;
- Supervises volunteers and/or interns on short- and long-term projects;

- Develops new collaborations with college and university officials and key community stakeholders to address substance abuse prevention issues among LGBTQIA+ young adults;
- Coordinates and attends community events and supports GUIDE's community partners;
- Submits monthly, quarterly and annual reports as required by grants or funders, including any special reports;
- Attends mandatory meetings and trainings set by funders;
- Represents GUIDE on various local and statewide committees and task forces;
- Researches and assists with additional grant applications that help fund our prevention messages;
- Supports the maintenance of the website and social media outlets with up-to-date and current information;
- Participates in and supports all fundraising efforts for GUIDE and Georgia Teen Institute;
- Attends the Georgia Teen Institute (GTI) and takes an active leadership role as requested by the GTI leadership;
- Other duties as assigned.

Other GUIDE responsibilities include, but are not limited to:

- Participates in staff meetings and Board of Directors' meetings when requested by supervisor;
- Assists in the development of annual and program budgets, grant proposals, and annual and other reports; and
- Participates in training requirements necessary to apply for prevention credentialing and obtain credentials within two years of hire; maintains prevention certification during employment at GUIDE.

Skills and Qualifications:

- Bachelor's degree in public health, social work, human services or a related field and/or at least two years of experience in a field closely related. Experience may substitute for a degree.
- Experience in substance abuse and/or suicide prevention, working with LGBTQIA+ and/or young adult population, program management, communication, logistics management, customer service and organization.
- Computer experience with Microsoft Office Suite is essential; expertise expected with Word and Excel, knowledge of PowerPoint and Access is helpful. Expertise in working with Google products, including Gmail, Docs, Calendars, etc.
- Strong preference will be given to candidates who can demonstrate lived and/or professional experience with the LGBTQIA+ population.
- Requires the ability to receive detailed information through oral and written communication, to speak clearly and to demonstrate excellent oral and written communication skills.
- Requires the ability to occasionally continuously stand or walk for long periods of time; regularly requires bending, stooping, reaching, twisting, lifting, pushing, pulling or moving items or materials and the ability to lift up to 40 pounds.
- Requires close visual acuity to perform activities including preparing and analyzing data figures, transcribing, viewing a computer screen and other related activities.
- Requires the ability to review, classify, categorize, prioritize and/or analyze data.
- Requires the ability to exercise discretion and confidentiality when reviewing data and other information.
- Requires the ability to exercise judgement, decisiveness and creativity.
- Requires a full range of hand and finger motion.
- Requires the ability to successfully multi-task and work independently.
- Requires reliable transportation and a Georgia driver's license.

- Requires full COVID-19 vaccination.
- Must be able to accommodate out-of-town, overnight assignments for up to a week at a time.
- Must be a non-smoker.

Criminal Background Check and E-Verify: This position will require a criminal background check and E-Verify. Employee will be considered on probationary status until the process of both is satisfactorily completed.

GUIDE is a drug-free workplace.

[Click here for the Program Coordinator Application.](#)