

***Oak Park Township***  
**JOB DESCRIPTION**

CLASS. TITLE: Strategic Prevention Framework Assistant Coordinator  
DEPARTMENT: Administration FLSA: Non-Exempt  
DIVISION: Town DATE: 10/18  
REPORTS TO: Prevention Manager

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**Job Summary**

The Strategic Prevention Framework (SPF) Assistant Coordinator will assist the Prevention Manager with the federally funded, Illinois Department of Human Services (IDHS) grant to reduce underage drinking in Oak Park and River Forest. This position will assist with scheduling and facilitating community coalition meetings, creating and submitting reports to the Illinois Department of Human Services, coalition members and leadership team. The position includes grant management as well as support in building, sustaining, and facilitating a community coalition to implement evidence-based strategies within the guidelines of the Strategic Prevention Framework.

**Essential Job Functions**

- Complete and submit budgets, action plans, progress reports, and expenditure reports, as required by IDHS and requested by the Township.
- Attend training and meetings required by IDHS.
- Work with a team to plan, coordinate, and facilitate meetings of the coalition to implement a strategic plan, guided by the Strategic Prevention Framework model, to reduce alcohol consumption among underage youth.
- Support the community coalition of schools, community organizations, and other key community stakeholders as specified in the IDHS grant.
- Complete assignments, projects and initiatives related to the implementation of work plans
- Act as a community ambassador for the program

**Minimum Qualifications**

- Bachelor's Degree and three years' experience related to this project's requirements.
- Experience in community-based organizing and communication to address the social issues and needs of youth and families. Substance abuse prevention or public health experience preferred, but not required.
- Experience with preparing oral and written reports, including basic data summary, interpretation, and presentation.

**Skill in:**

- Grant management and program evaluation
- Community organizing
- Report writing
- Project management, including planning and followup on tasks and status reporting
- Meeting planning and facilitation
- Public speaking and interpersonal communications
- Proficiency with Microsoft Office programs.

**Ability to:**

- Work independently with limited supervision and as a member of a team.
- Communicate effectively, orally and in writing, to diverse community populations and project partners.
- Gather, interpret, and report project-required data and other information on community substance abuse prevention strategies and policy formation.
- Work collaboratively with evaluators to assess project progress and outcomes, including strategy implementation, effectiveness, and sustainability.
- Strong organizational skills; ability to multi-task and complete assignments in a timely manner
- Work outside of regular office hours as needed to attend and participate in community meetings and events.