

JOB OPENING
OAK PARK TOWNSHIP
STRATEGIC PREVENTION FRAMEWORK COORDINATOR

Oak Park Township is seeking an experienced professional to coordinate the activities of a grant funded by the Illinois Department of Human Services (IDHS) to reduce underage drinking in Oak Park and River Forest. The position includes building, facilitating, and sustaining a community coalition to develop and implement evidence-based strategies. Specifically, the goal of the coalition, the Oak Park River Forest Workgroup for Positive Youth Development, is to reduce rates of drinking by 8th to 12th graders as reported in the bi-annual Illinois Youth Survey.

The Coordinator will:

- Organize the community coalition of schools, community organizations, and key community stakeholders as specified in the IDHS grant
- Develop and implement an action plan for identified evidence-based strategies from a community needs assessment.
- Plan, coordinate, and facilitate meetings of the coalition to follow the action plan.
- Facilitate implementation of the IDHS required outcome measure (Illinois Youth Survey) in the partner school districts and identified parochial schools.
- Attend training and meetings required by the IDHS.
- Complete and submit reports as required by IDHS and requested by the Township.

The position requires a Master's degree in public health or other related field or a Bachelor's Degree and three years' experience in community-based organizing and communication to address the social issues of youth and families. Substance abuse prevention experience preferred, but not required.

The successful candidate will demonstrate the ability to:

- Communicate effectively orally and in writing to diverse community populations and project partners
- Work independently with limited supervision, but with readily available consultation
- Gather, interpret, and report project-required data and other information on community substance abuse prevention strategies and policy formation
- Develop and implement an action plan to address youth substance abuse in the OPRF community using existing reports, stakeholder contact, and additional data as needed
- Plan and facilitate meetings for large group strategic planning and small group action implementation

- Work collaboratively with evaluators to assess project progress and outcomes, including strategy implementation, effectiveness, and sustainability
- Work outside of regular office hours as needed to attend and conduct community meetings and events.
- Demonstrate basic Microsoft Office level computer skills.

For more information on the Oak Park Township, please visit:

<http://www.oakparktownship.org>.

Interested applicants should submit a resume by email by May 1, 2017 to Angela Hill,

ahill@oakparktownship.org.