REGIONAL ALCOHOL, TOBACCO AND OTHER DRUGS (ATOD) PREVENTION COORDINATOR

Job Summary

The Association for Nonsmokers—Minnesota (ANSR) is a nonprofit organization dedicated to reducing the human and economic costs of tobacco use in Minnesota. Our core commitments are to reduce the number of young smokers and to continuously advocate for the rights and health of nonsmokers.

ANSR seeks a full time Regional ATOD Prevention Coordinator.

Job Summary

The Regional Prevention Coordinator must reside within Region Seven (7) (Anoka, Carver, Dakota, Hennepin, Ramsey, Scott and Washington counties) and is responsible for working with regional stakeholders in creating, promoting, and sustaining an effective and efficient ATOD prevention infrastructure throughout the region. This includes organizing and sustaining collaborations/coalitions, as well as providing training and technical assistance to the Minnesota Department of Human Services prevention grantees and other prevention professionals. This position requires extensive traveling but is temporarily remote due to COVID precautions.

Duties and Responsibilities

1. Community Organizing

   Assist communities in:

   a. Defining “community”: their demographics and core values, in order to plan programs
   b. Identifying key community members as part of assessing readiness/needs, assuring diversity in community participation
   c. Engaging community leaders to foster participation and ownership in achieving prevention goals
   d. Identifying prevention needs and resources by collecting relevant information
   e. Collaborating with community members to achieve goals
   f. Providing technical assistance to guide communities in implementing a plan for achieving goals
   g. Educating prevention professionals to develop and maintain community capacity by ongoing mentoring and training of community members
2. **Planning and Evaluation**
   
   Assist communities in:
   
   a. Assessing community/regional readiness and needs by collecting the most current local data through established assessment methods
   b. Selecting strategies tailored to the needs of the local population
   c. Using current prevention theory and practice to guide developing programs
   d. Identifying potential funding sources by networking, presentations, and research
   e. Choosing appropriate evaluation methods through consultation and research
   f. Supporting program evaluation activities and incorporating findings to determine program effectiveness and level of program strategies implementation.

3. **Public and Organizational Policy**
   
   Assist communities in:
   
   a. Identifying, organizing, and gaining support of policy makers in order to develop and influence prevention policies and cultural and social norms
   b. Planning policy initiatives in collaboration with others in order to implement policy change
   c. Developing and maintaining relationships with media as a credible resource in order to develop public support for effective prevention policy
   d. Conducting prevention awareness campaigns to strengthen policies and norms regarding substance misuse

4. **Education and Skill Development**
   
   Assist communities in:
   
   a. Designing and delivering education and skill development activities
   b. Utilizing current prevention theory and practice to prepare effective training activities
   c. Educating prevention professionals to maintain fidelity in program implementation by not altering core program components
   d. Delivering culturally sensitive education and training
   e. Employing appropriate training techniques to address educational needs of the audience
   f. Educating others so they are able to present accurate, appropriate information about ATOD issues
   g. Disseminating appropriate educational/informational materials
   h. Providing prevention-related information to professionals in other fields to increase understanding of prevention and ATOD related issues

5. **Professional Growth and Responsibility**
   
   a. Continue education to stay current on prevention theory and best practice
   b. Model collaboration by networking with others
   c. Adhere to ethical, legal, and professional standards at all times
   d. Continue to develop cultural awareness and sensitivity through education, training, practice and life experience

---

**Knowledge, Skills, and Abilities**
a. Role model professional, ethical, respectful, and assertive behavior  
b. Excellent group facilitation and interpersonal skills; ability to give and receive feedback; deal with problem behaviors  
c. Excellent written communication skills  
d. Organize, build consensus, resolve conflict, coach and motivate others  
e. Store, retrieve, and interpret data from various computer programs and databases.  
f. Knowledge of and sensitivity to other cultures in the state, and specifically in his/her region.  
g. Plan and conduct meetings  
h. Multi-task and prioritize duties  
i. Understand and apply risk/protective factor prevention framework  
j. Synthesize and present current prevention research and theory to prevention staff; apply theory to program development  
k. Knowledge and understanding of pertinent local, state, federal regulations/legislation  
l. Advocacy and public relations skills  
m. Understand and balance prevention program fidelity with innovation  
n. Understanding and application of change theory to real life situations  
o. Excellent public speaking skills  
p. Interpret process and outcome evaluation data and apply to programmatic planning  
q. Knowledge of various community, county, and regional institutions, prevention organizations and projects, and resources  

**Credentials and Experience**  
a. Obtain Certified Prevention Professional (CPP) certification within first year of employment and Certified Prevention Professional Reciprocal (CPPR) certification within three years of employment  
b. Community organizing, leadership experience  
c. Two years’ experience delivering prevention programs, strategies  
d. Bachelor’s degree in health-related field  
e. Written authorization for State to conduct a criminal background check.  
f. Valid driver’s license and reliable vehicle  

**Time Frame:** This is a grant funded position until June 30, 2025 with the opportunity for possible renewal.  

**Compensation:** $50-55,000 (depending on qualifications). This position is full-time (1.0 FTE) with a generous, comprehensive benefit package including 100% employer-paid medical, dental, life, and disability insurance, as well as an annual 403(b) employer-paid retirement plan contribution. Position also includes generous paid time off starting at three weeks of vacation, two floating holidays, and 12 sick days.  

**Contact:** Send resume, cover letter and a recent writing sample (not to exceed 1 page) to: Jeanne Weigum, President - Association for Nonsmokers- MN 2395 University Ave W. #310, St. Paul, MN 55114 or email all materials to jobs@ansrmn.org.