



Association for NonSmokers—Minnesota (ANSR)
2395 University Avenue West
St. Paul, MN 55114-1512
(651) 646-3005 | jobs@ansrmn.org
www.ansrmn.org

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

ANSR is dedicated to reducing the human and economic costs of commercial tobacco, nicotine and other drug use in Minnesota. Our core commitments are:

- to protect young Minnesotans from a lifetime of addiction;
- to ensure that all Minnesotans can breathe clean, smoke-free air everywhere; and
- to reduce health inequities and other disparities in relation to commercial tobacco, nicotine and other drugs.

ANSR seeks a full time Regional ATOD Prevention Coordinator (RPC) to serve BIPOC (Black, Indigenous, People of Color) communities and grantees.

Job Summary

The RPC will join a statewide team of RPCs (rpcmn.org) to provide regional support and consultation to ATOD prevention professionals and infrastructure throughout Region 6 (Dodge, Fillmore, Freeborn, Goodhue, Houston, Mower, Olmsted, Rice, Steele, Wabasha, and Winona counties) and Region 7 (Anoka, Carver, Dakota, Hennepin, Ramsey, Scott and Washington counties.) The RPC will focus these efforts on organizing and sustaining BIPOC 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 in-state travel and some out-of-state travel. The RPC must reside within the metro region (Anoka, Carver, Dakota, Hennepin, Ramsey, Scott or Washington counties).

Duties and Responsibilities

1. Community Organizing

Assist communities in:

- a. Identifying key community members as part of assessing readiness/needs, assuring diversity in community participation;
- b. Engaging community leaders to foster participation and ownership in achieving prevention goals;
- c. Identifying prevention needs and resources by collecting relevant information;
- d. Providing technical assistance to guide BIPOC communities in implementing a plan for achieving goals;

- e. Educating prevention professionals to develop and maintain community capacity by ongoing mentoring and training of community members;
- f. Develop and maintain relationships with BIPOC coalitions in Regions Six and Seven that include a focus on ATOD as either a primary or secondary focus;
- g. Create and maintain an email distribution list (i.e. Listserv) to include all BIPOC funded primary ATOD prevention programs within Regions Six and Seven, as well as other individuals and organizations within the state that wish to be included;
- h. Develop and maintain relationships and communications with BIPOC coalitions, individuals, and organizations within Regions Six and Seven that are focused on ATOD prevention.

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; and
- f. Supporting program evaluation activities and incorporating findings to determine program effectiveness and level of program strategies implementation.

3. 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

4. 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 competence through education, training, practice and life experience

Knowledge, Skills, and Abilities

- a. Role model professional, ethical, and respectful behavior;

- b. Excellent group facilitation and interpersonal skills; ability to give and receive feedback; work in challenging situations or work with different viewpoints
- c. Excellent written communication skills;
- d. Organize, build consensus, resolve conflict, coach and inspire others;
- e. Store, retrieve, and interpret data from various databases;
- f. Knowledge of and sensitivity to a variety of cultures in the state, and specifically in their region;
- g. Plan, coordinate and host 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. Understand and balance prevention program fidelity with innovation
- l. Understand and application of change theory to real life situations
- m. Interpret process and outcome evaluation data and apply to programmatic planning;
- n. Knowledge of various community, county, and regional institutions, prevention organizations and projects, and resources.

Credentials and Experience

- a. Obtain Substance Abuse Prevention Skills certification within first year of employment and prevention specialist certification within three years of employment (if currently an RPC either have CPP, CPPA or CPPR certification as applicable)
- b. Community organizing, leadership experience.
- c. Six years' experience delivering prevention programs, strategies or a Bachelor's degree in health related field .
- d. Written authorization for the State to conduct a criminal background check.
- e. Valid driver's license and reliable vehicle.

Time Frame: This is a grant funded position until September 30, 2025 with the opportunity for possible renewal. Start date would be in September 2023.

Salary: \$53,000. This position is full-time (1.0 FTE) with a full benefit package including medical, dental, life, and disability insurance and retirement-plan contribution.

Our Benefits:

ANSR's Comprehensive benefits package including:

- Fully-paid medical insurance (ANSR pays 100% of the monthly premium)
- Fully-paid dental, life, and disability insurance (ANSR pays 100% of the monthly premium)
- Retirement plan contributions
- Flexible spending account for childcare and medical expenses
- Generous vacation time
- Generous sick time (separate from vacation time) for mental and physical health as well as caregiving
- 10 paid holidays
- Multiple Personal Days for celebrating individual and cultural holidays

- Hybrid and flexible schedule
- Diverse and thoughtful team
- Fair and inclusive culture
- Dedicated and people-focused Board of Directors
- Leadership opportunities for all employees, regardless of position and length of time with the organization
- Growth and mentorship-focused staff supervision
- On-going professional development opportunities, including workshops and local and national conferences.
- Regular “Lunch and Learns” with experts from various fields
- Regular celebrations of individual and team successes
- Recognition of personal achievements
- In-person and virtual team-building collaboration opportunities

Read more about our values here: <https://www.ansrmn.org/ansr-values/>

Contact: Send resume and cover letter 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.