

Substance and Tobacco Prevention Manager

Healthy Acadia, a non-profit community health coalition serving Maine's Hancock and Washington counties, seeks an experienced community professional to join a dynamic team passionate about making it easier for all people to lead healthier lives. Reporting to the Community Health and Prevention Director, the Substance and Tobacco Prevention Manager fosters collaborative partnerships and delivers health promotion programs that prevent tobacco use, substance misuse and addiction through the Maine Prevention Network. The right individual must be highly motivated, be a facilitative leader, and have excellent communication, mobilization and community relations skills. Familiarity with local communities is a plus.

Job Summary:

The Substance and Tobacco Prevention Manager is responsible for the oversight of implementation of Maine Prevention Network strategies related to the prevention of substance and tobacco use in children and adults in Hancock and Washington counties, Maine. Extensive community collaboration and partner interface is anticipated to achieve lasting improvements in organizational and community policies, practices, programs and systems.

Supervisory Responsibilities:

- Recruits, interviews, hires, trains new staff, with support from the Community Health and Prevention Director.
- Oversees daily workflow.
- Responsible for monitoring and approving staff time sheets, expense reports, leave requests, schedules, travel, and performance related to program requirements and goals.
- Provide training and professional development recommendations for staff.
- Provides constructive and timely employee performance evaluations.

Other Responsibilities:

- Oversee the implementation of Maine Prevention Network (MPN) strategies related to the prevention of substance and tobacco use in children and adults in Hancock and Washington counties, following the Strategic Prevention Framework.
- Supervise staff implementing MPN substance and tobacco prevention strategies.
- Oversee reporting processes, ensuring compliance with workplans and established deliverables.
- Ensure fidelity to evidence-based programs being implemented to advance substance and tobacco prevention.
- Build and maintain relationships with community partners.
- Advocate for collaborative programs and partnerships promoting local objectives with media and community to increase public awareness and support.
- Represent Healthy Acadia's mission and programs accurately to a variety of community stakeholders.
- Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this position. Duties, responsibilities and activities may change at any time with or without notice.

Qualifications and Experience Sought

- Minimum of Bachelor's degree in Community Health or related field; Master's Degree in Public Health or similar advanced training/experience preferred.
- Obtain Provisional Prevention Specialist certification within two (2) months of hire and be eligible for full certification within one (1) year.

- Provide collaborative leadership.
- Highly self-motivated, ability to work independently, from office or in the community.
- Able to set and keep deadlines.
- Able to work on multiple projects concurrently and regularly prioritize work.
- Warm, personable and approachable. Able to work with diverse people, build and maintain strong working relationships with diverse partner organizations.
- Significant knowledge and experience with evidence-based prevention of substance use and misuse; policy and environmental strategies for community change, health and social service systems; worksite health promotion, coordinated school health and population approaches to public health improvement.
- Strong communication skills: ability to listen well, write and speak effectively.
- Proficiency and flexibility with office technology.
- Ability to manage and disseminate information effectively to a wide variety of audiences.

This is a full-time, 40 hrs/week, (exempt) position that can be based in Healthy Acadia's Ellsworth or Machias office and offers competitive salary and benefits. Salary range: \$46,000 - \$54,000. Vehicle & travel throughout Hancock and Washington counties required; some statewide travel and occasional weekend and/or evening work expected. Full COVID-19 vaccination or appropriate medical exemption by the prospective employee's start date is a requirement of this position.

To apply: Email in a single attached document a cover letter, resume and contact information with three professional references to: jobs@healthyacadia.org. Applications will be reviewed as received through May 19, 2023 or until a suitable candidate is found.

Healthy Acadia provides equal employment opportunities to all individuals regardless of their race, color, creed, religion, gender, age, sexual orientation, national origin, disability, veteran status, or any other characteristic protected by state, federal, or local law. Healthy Acadia takes affirmative action to ensure that applicants and employees are treated fairly during the application process and post-hiring employment without regard to any of these characteristics. Discrimination of any type is not tolerated. Healthy Acadia is committed to creating a diverse work environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.