



**Location:** Rushford Center Meriden, CT

**Position Title:** Program Manager

**Position type:** Full time with benefits

**Education:** 4-year degree

### **Qualifications**

This position requires a bachelors degree in counseling, social work, human services, public health or psychology or an equivalent combination of education, training, and experience including one year of youth services work. Certified Prevention Specialist credentials preferred. Ideal candidate will be a self-starter with ability to work independently and manage priorities. Previous supervisory experience a plus.

### **Responsibilities**

- Supervise 2 prevention professionals and 2 youth peer advocates
- Manage the budgets and spending of the grants for the coalitions
- Participate and facilitate local prevention council meeting
- Build relationship with representative and members from all community sectors as defined by various grants
- Coordinate all Prevention partnerships activities
- Ensure ongoing needs assessment and prevention partnership capacity building activities throughout the grant period
- Monitor and support planning and implementation of activates related to the grants for the duration of the grant period
- Comply with federal and state requirements for data collection
- Maintain media and web-based footprint for the coalitions
- Attends trainings, workshops, and conferences relevant to this position

### **Other competitive benefits**

- Medical, dental, and vision benefits
- 401(k) plan with employer match
- Generous paid time off including paid holidays
- Higher Education Partnerships with select universities and colleges.
- Tuition reimbursement
- Success Sharing Program
- Leadership growth opportunities and trainings
- Commitment to diversity, equity, and inclusion
- Additional voluntary benefits as well as employee discount programs
- Flexible schedule

To apply: apply online here <https://www.hhccareers.org/jobs/13310043-program-operations-manager-prevention-services>