



Wellness & Prevention Coordinator

Position Description:

East Lyme Youth and Family Services is seeking a responsible, organized, and passionate individual. Under the general supervision of the Director of Youth and Family Services, this individual will lead the Youth Coalition, manage the Local Prevention Council grant, provide prevention and positive youth development programs for youth, and coordinate and address the social and emotional needs of people of all ages in the communities of East Lyme and Salem.

Essential job functions:

- Act as chair of the East Lyme Youth Coalition.
- Manage the Local Prevention Council Grant.
- Collaborate with the director and coalition to formulate initiatives to help increase awareness and education on various topics impacting people of all ages and their families.
- Prepare alternative grant funding for the community.
- Create positive youth development programs that help reduce risk and strengthen protective factors.
- Develop social media and public relations campaigns.
- Coordinate prevention and education programs that promote the engagement of healthy behaviors, decision making, and development of knowledge and skills.
- Provide youth leadership programs that encourage teamwork, decision making, problem solving, and increased self-efficacy.
- Promote positive mental health activities that foster the emotional well-being and self-awareness of people of all ages.
- Implement parent, guardian, and community forums on a variety of wellness topics.
- Collaborate on activities and events with the schools, library, Parks and Recreation, senior center, Police, and other local organizations.
- Oversee the Viking Mentoring Program.
- Recruit and train mentors.
- Attend local, regional, and state prevention meetings.
- Represent Youth and Family Services in the community.

Qualifications and Experience:

- Master's degree in human services, community psychology, public health, counseling, social work, or related field.
- Two (2) years of work-related experience.
- Strong knowledge base in substance abuse prevention and mental health.
- Experience working with youth, adults, and families.
- Outstanding written and oral communication, presentation, and facilitation skills.
- Ability to establish goals, manage timelines, budgeting, grant writing, and monitor progress and deliverables, and reporting.
- Ability to work evenings and weekends on occasion.

Salary/Work Environment:

This is a part-time position, 28 hours per week, with the ability to create a flexible schedule. There will be some evening and weekend events and meetings. Hourly wage is between \$26.60 – \$33.29 per the [United Public Service Employees Union Collective Bargaining Agreement](#) based on experience and knowledge.

To apply, visit [Human Resources - Town of East Lyme \(eltownhall.com\)](http://www.eltownhall.com), or submit an [Application](#) along with resume and cover letter to hrmanager@eltownhall.com.

As an equal opportunity employer, the Town of East Lyme does not discriminate on the basis of race, color, religious creed, age, marital status, national origin, ancestry, sex, sexual orientation, genetic information, gender identity or expression, disability (including pregnancy), status as a Veteran, or any classification protected by state or federal law.