

Prevention Education Outreach Coordinator – Full-Time Position

Center for Community Resources

Butler, PA

Want to work for an agency that has been voted Best Places to Work in Western PA for 8 Consecutive years?

Position Summary:

P.E.O. Coordinator will identify, develop, implement, and coordinate training programs in response to the needs of the community in such topics as Alcohol Tobacco and Other Drugs, Mental Health and Other Problem Behaviors.

Essential Functions:

- Increase the education/intervention/identification of Butler County residents impacted by ATOD, MH, and Other Problem Behaviors through the participation in community-based forums and meetings.
- Provide direct service as assigned in the programs.
- Complete all program mandates according to policies and procedures.
- Maintain good working relationships across departments and programs internally as well as with governmental agencies and community organizations.
- Computer competency, excellent organizational and program development skills, and Outstanding presentation skills
- Ability to interact with people of all constituent groups
- Have excellent written and verbal communication skills
- Other duties as assigned to support the mission of the agency.

This position is Monday – Friday, daylight. Occasional evenings and weekend. No holidays. Travel to community sites, agencies, and schools. Company vehicle available or mileage reimbursement.

Qualifications:

Bachelor's Degree in health education, human services, or related field AND one year experience in related field. Must maintain strict confidentiality and be able to exercise sound judgement, be well organized and follow precise timelines. ACT 33/34 and FBI clearances, valid driver's license and proof of car insurance coverage must be provided prior to hire. EOE/ADA.

Benefits:

· **Health Insurance**

· **Employee Only: \$23.42/per pay**

- **Employee & Children: \$58.88/per pay**
- **Employee & Spouse: 78.32/per pay**
- **Full Family: \$81.65/per pay**
- **FREE Dental & Vision**
- **FSA – Flexible Spending Account**
- **403b Retirement Plan with Employer match up to 6%**
- **Earn up to 20 days paid time off in the first year!**
- **7 Paid Holidays**
- **Tuition Reimbursement**
- **Short-Term Disability**
- **Life Insurance**
- **Supplemental Benefits**
- **Accident**
- **Critical Illness**
- **Buy-Up STD**
- **Voluntary Life and AD&D Insurance**
- **Employee Assistance Program (EAP)**