

**Prevention Specialist:** The Center for Humanistic Change, Inc. seeks a full-time staff for our Prevention Education. Staff are responsible for providing programming, building community and school-based relationships, and participating with a team to plan and coordinate prevention programs for people of all ages. This role will focus on programs regarding suicide prevention and fetal alcohol, along with our evidence based and non-evidence based program offerings. Ideal candidates need to demonstrate the ability to work independently and with a team, manage deadlines for paperwork and electronic data entry, relate well to youth and adults to be successful in this position. Excellent judgment, attention to detail, outstanding written and verbal communication skills, strong presentation and facilitation skills, and proficiency in MS Office, specifically Excel, are required for this position. Juggling deadlines, thinking outside the box, adapting to new situations, remaining current with new trends in prevention and technology, and the ability and willingness to learn new skills are essential to success in this position. Candidates who are bilingual in Spanish and English are encouraged to apply.

In addition to availability during normal business and school hours, applicants must be available to assist with occasional weekend and evening programs. **During COVID-19, candidates must be willing and able to provide programming on site as well as manage the ZOOM virtual program.** All applicants must have reliable transportation and the ability to do light lifting to transport files and other materials as necessary to/from the office and school. This position is expected to be a 12-month salaried, exempt position.

It is preferred that applicants have a Master's Degree in education, psychology, counseling, social work, or a closely related human services field and, have relevant work experience or equivalent formal training. However, a Bachelor's Degree with related experience may be substituted for a Master's Degree.

CHC is an equal employment opportunity employer. Employment decisions for all qualified applicants are based on merit and business needs, and not on the basis of actual or perceived race, color, citizenship status, national origin, gender identity or expression, sexual orientation, age, sex, religious creed, ancestry, physical or mental disability, marital status, veteran status, political affiliation or any other factor protected by law. CHC complies with the law regarding reasonable accommodation for handicapped and disabled employees.

### **APPLICATION PROCESS**

Please email **resume and cover letter** to [app@thechc.org](mailto:app@thechc.org). (Applications without cover letters will not be considered.) If your skills and experience are a good match for this position, you will be invited to interview with the Program Team. The interview process will require a 5-7 minute facilitation of a hands-on activity on a relevant life skill topic during a group interview session, followed by an individual interview. Additional information such as a writing sample or data entry sample may be required during the interview. Applications will continue to be accepted on rolling basis until all openings are filled. ***Please indicate the position(s) for which you are applying in the email subject area.***