

Center for Humanistic Change
Job Posting - PREVENTION PROGRAM COORDINATOR



APPLY: <https://thehc.isolvedhire.com>

The Center for Humanistic Change (CHC) is a 501-c-3 nonprofit organization whose mission is to give people, especially youth, the knowledge and tools they need to make better-informed and more positive life choices through the interactive delivery of prevention education and evidence-based programming. Drug and alcohol prevention programs remain a core service. Our vital programs and services are provided in the schools, in the community, and in the workplace.

The Center for Humanistic Change seeks a **full-time Prevention Program Coordinator**. This position is an ongoing **12-month, salaried exempt position**. A competitive benefits package is available which includes medical, dental and vision coverage, life and disability insurance; and generous paid time off is provided.

The Prevention Program Coordinator is responsible for supporting CHC's Prevention team, coordinating the program schedules, and helping to maintain the efficiency and effectiveness of program delivery. This is primarily an office/program support position responsible for coordinating and scheduling programs, community event participation, and preparing materials for events and program facilitators. The Prevention Program Coordinator will also occasionally facilitate at health fairs, Mock Teen Bedroom presentations and DUI training. Flexibility to work occasional evenings and weekends is required. This role requires excellent customer service skills with positive phone etiquette, a proactive attitude, the ability to multi-task, attention to detail, excellent time management and good judgement aptitude. Candidates must possess excellent verbal and written communication skills to manage extensive phone, email and conversational communications. Candidates must be team-oriented but also work well independently with minimal direction. Bilingual (English/Spanish) is a plus.

This role requires intermediate knowledge of Microsoft Office (Windows, Word, Excel, Outlook), excellent typing and data entry skills, experience creating and using spreadsheets, and basic operation and etiquette of e-mail, instant messaging, chat and video chatting. Experience using Zoom and/or MS Teams is a plus. Must have a minimum of two years' relevant work experience. Experience in prevention is not required; training will be provided. Experience in a job which required strong organization and scheduling skills is preferred. Must be able to lift up to 25 lbs. for moving equipment and materials.

CHC staff are expected to obtain and maintain all state and local training requirements and clearances, including PA Child Abuse history clearance, PA State Police background clearance, FBI background fingerprinting check and mandated child abuse reporter training. Clearances and criminal record checks must be in compliance and in accordance with the laws reflecting the ability to work in schools and with children.

Applicants must have access to mobile and home internet in the event remote work is necessary. This is not a remote position and requires work in the office. However, an occasional remote day will be considered. Please include resume when responding.

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.

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