

Fayette County Drug and Alcohol Commission
Prevention Operations Specialist Job Description

Fayette County Drug and Alcohol Commission is seeking a full time Prevention Operations Specialist to be part of a collaborative team whose goals are to reduce use and misuse of alcohol, tobacco and other drugs and prevent problem gambling in Fayette County communities. The Prevention Operations Specialist supports the Prevention Unit in a variety of duties including management of unit calendars, collaboration between partner organizations, agencies, businesses and contractors, collection and recording of program data and evaluations, tracking of campaign dissemination, and assisting to ensure that all deadlines and responsibilities of the prevention unit are met.

Skills/Knowledge:

- Ability to establish and maintain effective work relationships with the public.
- Ability to establish and maintain effective work relationships with partner organizations, agencies, businesses, and contractors who work with the prevention unit.
- Proficient in Microsoft 365 (Outlook, Excel, etc.). Experience with Constant Contact, social media, Zoom, and website maintenance preferred.
- Familiarity with the local community.
- Must possess professional demeanor.
- Possess excellent written and verbal communication skills
- Must be able to write clear, concise, and grammatically correct emails, reports, and other forms of communications.
- Must be self-directed, as well as a team player.
- Possess excellent customer service and phone skills.
- Ability to multi-task and complete workload in a timely manner
- Must be able to work independently
- Must possess attention to detail and accuracy
- Must maintain and manage complex schedules
- Must be resourceful, a problem solver, and organized
- Ability to meet reporting deadlines
- Possess passion for agency mission

Responsibilities

- Will participate in on-the-job training designed to develop and sharpen skills in drug and alcohol prevention.
- Receive adequate training to develop a good working knowledge of literature and resources, such as periodicals, books, pamphlets, websites, and audio visuals concerning alcohol, tobacco, and other drug use/abuse and related issues.
- Work with businesses, contractors, partner organizations to ensure all orders are complete and invoices are addressed.
- Contact the media and advertisers with up-to-date materials for dissemination.
- Track dissemination of all media campaigns and resources.

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- Begin to develop and maintain contacts with community groups and provides ongoing technical assistance to same. Assists in the coordination of community-based information/health fairs and project program promotion.
- Record data collected from evaluations, pre & posttests, surveys from evidence-based and community programs.
- Ensure project compliance of state reporting.
- Available to work some evenings and weekends
- Responsible for confidential and time sensitive material
- Respond to questions and requests for information

Experience/Requirements:

- Education: Minimum of Bachelor's Degree in psychology, education, social work, sociology.
- Employee must have a willingness to travel (including periodic evening and weekend events) and have access to reliable transportation. The employee must also possess a valid driver's license and possess required vehicle insurance.
- Pennsylvania Act 33 child abuse, Pennsylvania Act 34 criminal records check, and FBI criminal background check clearances are required. Pass pre-employment post hire drug screen.
- Employees must provide proof of a current COVID-19 vaccination.