APPALACHIAN CHILDREN COALITION

PREVENTION EDUCATION ASSOCIATE, NORTH

POSITION DESCRIPTION

POSITION TYPE	Full-time
REPORTS TO	Chief Programs Officer
CLASSIFICATION	Salaried, exempt
WORK ARRANGEMENT	Home-based, with regular travel across assigned counties and occasional visits to our Athens office
COUNTIES SERVED	Ashtabula, Belmont, Carroll, Columbiana, Coshocton, Guernsey, Harrison, Holmes, Jefferson, Mahoning, Monroe, Muskingum, Noble, Trumbull, and Tuscarawas

ABOUT ACC

The Appalachian Children Coalition (ACC) is a nonprofit organization based in Athens, Ohio. Our mission is to improve the health and well-being of Appalachian Ohio youth. Our work involves bringing partners together, mobilizing resources, expanding school-based health, leading in prevention and youth leadership efforts, and growing the behavioral health workforce, so that every child in our region has support to thrive.

WHO WE ARE LOOKING FOR

We are looking for individuals in Appalachian Ohio who are committed to our mission and want to spend their working days alongside young people and the communities that support them. You should care about this region, respect its strengths, and be ready to listen and learn. We value people who are collaborative, reliable, flexible, and willing to roll up their sleeves, whether that means facilitating a meeting, working with a school team, or solving a problem with a partner. If you want your work to make a real difference for kids and families, we want to hear from you.

POSITION SUMMARY

The Prevention Education Associate, North supports ACC's efforts to improve Appalachian Ohio youth health and well-being through direct delivery of evidence-based prevention education and school outreach. The primary responsibility of this position is to deliver Teen Mental Health First Aid (tMHFA), Youth Mental Health First Aid (YMHFA), and other evidence-based prevention programs to students, educators, school personnel, and community audiences.

The Associate builds and maintains relationships with schools and community partners, coordinates training opportunities, and works collaboratively with the ACC Program Team to streamline outreach, promote available services, and expand access to prevention programming throughout the region.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. PREVENTION EDUCATION AND TRAINING

- Deliver tMHFA, YMHFA, and other evidence-based programs (example: Botvin LifeSkills, Too Good for Drugs, Generation Rx) to students, educators, school personnel, and community members, following each curriculum's standards.
- Earn and maintain the facilitator certifications each curriculum requires.
- Schedule training and manage locations, materials, and logistics with schools and partners.
- Communicate with participants and school contacts before and after each training.
- Collect attendance, evaluations, and required documentation, and track participation and outcomes for program evaluation.

2. SCHOOL AND COMMUNITY OUTREACH

- Build relationships with school administrators, counselors, educators, ESCs, and community organizations in the assigned area.
- Identify local needs and opportunities to bring prevention programming to new schools and communities.
- Promote ACC programs, resources, and services, and respond to requests for training.

3. PROGRAM TEAM COLLABORATION

- Coordinate with the ACC Program Team to align schedules, avoid duplication, and keep messaging consistent.
- Participate in program team meetings and planning.
- Report training progress, challenges, and opportunities to the Chief Programs Officer.
- Take on other duties that support ACC's strategic priorities.

HOW WE MEASURE SUCCESS

We set targets with you each year. We track:

TRAININGS DELIVERED	Number of Teen and Youth Mental Health First Aid sessions and other evidence-based programs delivered in your assigned counties

PEOPLE REACHED	Students, educators, school staff, and community members who complete a training or program
PROGRAM QUALITY	Sessions delivered to each curriculum's standards, and participant feedback on those sessions
NEW AND REPEAT PARTNERS	Schools and community organizations hosting programming, including new partners and those that come back
DATA QUALITY	Attendance, evaluations, and required documentation submitted on time

QUALIFICATIONS

MINIMUM

- Bachelor's degree in education, public health, social work, psychology, behavioral health, prevention science, or a related field. Equivalent relevant experience may be considered.
- OCPSA or OCPS certification, or willingness to begin and complete the credentialing process within 12 months of hire with support from ACC.
- Teen and/or Youth Mental Health First Aid instructor certification, or willingness and ability to obtain required instructor certification.
- At least 1 to 2 years' experience in prevention, education, behavioral health, or youth development programming.
- Strong presentation and facilitation skills, and the ability to build working relationships with schools, community organizations, and diverse stakeholders.
- Strong organizational skills, including managing multiple trainings, competing priorities, and accurate records.
- Valid driver's license, current automobile insurance, and reliable transportation for regular regional travel.
- Must reside in Ohio, within or within reasonable commuting distance of the counties served.

PREFERRED

- Experience delivering evidence-based prevention curricula or mental health education in K-12 schools.
- Familiarity with universal prevention strategies and youth behavioral health systems.
- Knowledge of Appalachian Ohio schools, communities, and regional service providers.

WORKING CONDITIONS

- Must be able to lift and carry up to 30 pounds of training materials and equipment, with or without reasonable accommodation.
- Some evening and weekend work is expected to accommodate school and community schedules.
- Must be able to pass a background check and motor vehicle record check.
- Home-based work with a reliable internet connection.

COMPENSATION AND BENEFITS

Starting salary of $51,500 or more, based on experience and credentials.

ACC offers full-time employees a competitive benefits package, including:

- Health insurance, with ACC paying 75% of the employee premium and 50% of the additional cost of dependent coverage
- 401(k) retirement plan with 4% match
- Employer-paid life insurance
- Earn up to 22 days of paid time off and 9 paid holidays

Benefits are subject to plan terms and eligibility requirements.

The Appalachian Children Coalition is an equal opportunity employer. Applicants who need accommodation during the hiring process may contact Elizabeth Jones at ejones@appchildren.org.

HOW TO APPLY

Interested candidates should submit a current resume and cover letter outlining their qualifications and interest in the position to Erin Space at espace@appchildren.org.

Applications will be reviewed as they are received, and the position will remain open until filled.