



**Town of Ware & Quaboag Hills Substance Use Alliance (QHSUA)
Drug Free Communities Support Program
Program Director Job Description**

Job Title: Drug Free Communities Program Director; (employee of town of Ware, MA)

Description of Duties and Responsibilities: The Program Director (full-time position) is responsible for ensuring that the overall goals, objectives, and requirements of the Drug Free Communities grant for youth substance use prevention are fulfilled. The Drug Free Communities grant focuses on the towns of Ware, Warren, and West Brookfield, working closely with the Ware Schools and Quaboag Regional Schools. The Program Director leads and oversees implementation of locally supported, evidence-based prevention programs; manages operations of community partnerships, grant administration, budgeting, strategic planning, capacity building and training, data collection and reporting. Provides supervision and support to the half-time Community Engagement Coordinator position. Serves as primary liaison to the town of Ware administrative and fiscal staff, works with federal Drug Free Communities Project Officers and Grants Management staff at the Centers for Disease Control and Prevention. Works as part of the QHSUA Prevention Team to coordinate the DFC grant activities with additional substance use prevention and mental health promotion initiatives in the Quaboag Hills and wider geographic region.

Qualifications and Experience for the Position: Master's degree in Public Health, Counseling, Health Care, Nursing, Public Administration, Business, or related field preferred. Prior experience in prevention work, health promotion services for youth and families, health communications, community organizing, staff supervision, program management, and federal and/or state grants management. Knowledge of health education, prevention, grants management, and program supervision. Skilled at program evaluation, data collection and analysis. Excellent writing skills, including reports and promotional materials. Broad knowledge of the workings of municipal and state government. Computer skills including knowledge of social media, fiscal management tools, and virtual meeting skills.

Personal and Professional Qualities: Demonstrates: sensitivity to, and awareness of cultural, racial, ethnic, economic, and social diversity including LGBTQ; awareness of community strengths and culture; ability to interact with a variety of stakeholders including parents and youth; uses performance feedback from supervisors to improve proficiency and skills; ability to work independently and as part of a team; ability to maintain objectivity and fairness in dealing with people.

Salary Range and Hours: 37.5 hours per week; 1.0 Full Time Equivalent (FTE); salary is based on qualifications. Work hours are primarily Monday through Friday; there are often evening/weekend meetings and community events.

To apply for the position, send resume and cover letter to:

Gail Gramarossa, MPH, CHES
Prevention Director
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