



JOB POSTING

Part-time Youth Engagement Coordinator Quaboag Hills Substance Use Alliance, Healthy Quaboag & the town of Ware, MA

Duties:

The Youth Engagement Coordinator will identify, recruit, and engage with youth and organizations serving youth/young adults to bring a 'youth voice' and participation into activities that promote physical and mental wellness and reduce health risks in the Quaboag Hills region, especially around youth substance use, mental health, and healthy decision-making. The region served is made up of multiple small towns at the margins of Hampden, Hampshire, and Worcester counties. The Youth Engagement Coordinator will work with the prevention team members to establish and support a cross-program Youth Advisory Council (YAC) that provides advice, advocacy, and guidance on health promotion efforts. The Youth Engagement Coordinator will continually help build the capacity of and sustain the work with youth on the topics of underage drinking, nicotine, and marijuana use, mental health, education to employment, and food issues; the Coordinator will ensure that programs, policies, and activities are youth-driven and youth-led. The role will also supervise paid youth interns and YAC activities. The position works with the prevention team to ensure that all required grant reports, data collection and project tracking and documentation are completed.

Qualifications:

B.A. or B.S in public health, counseling, health education, or related field preferred. Prior experience in health-related outreach/communications with youth/young adults, community organizing and health planning. Understands unique needs of and works effectively with teens and young adults. Excellent writing skills, including creating promotional/outreach materials; knowledge of the workings of municipal government; strong computer skills including knowledge of social media tools that reach youth. Must demonstrate sensitivity to, and awareness of cultural, racial, ethnic, economic, and social diversity including LGBTQ+; awareness of community strengths and rural culture; ability to interact with a variety of stakeholders; ability to work independently and as part of a team; ability to maintain objectivity, fairness in dealing with people.

Salary & Hours:

The position is a town of Ware employee and funded by a federal grant from the Substance Abuse and Mental Health Services Administration (SAMHSA); position is up to 28 hours per week and eligible for employee benefits. The job will be a combination of remote/virtual and in-person activities. The hours are primarily worked during typical Monday through Friday workdays. There are regular evening and weekend meetings and community events; there is frequent travel throughout the Quaboag Hills region.

To apply, please send a cover letter and resume to: Human Resources Department, Town of Ware, 126 Main Street, Ware, Massachusetts 01082 or e-mail resumes@townofware.com. AA/EOE

October 2023