



Full Time

Organization: New Jersey Prevention Network (www.njpn.org)

Position Available: Prevention Associate

Location: Tinton Falls, NJ

The New Jersey Prevention Network is a public health agency that has been in existence for more than twenty years. NJPN works to prevent substance abuse, addiction and other chronic diseases by building capacity among professionals, fostering positive collaboration among providers, and strengthening the field of prevention through the use of evidence-based practices and strategies.

Responsibilities include:

- Assist in designing and implementing strategies that support the State's goals using CDC best practices, policy change on a local, regional and statewide basis and engaging key partners, youth and young adults in creating health communications campaigns.
- Assist with program development, coordination and management, community outreach and mobilization, provide training and technical assistance to statewide partners including public health professionals, community and school leaders, business owners, and elected officials related to tobacco best practices..
- Represent NJPN at key state meetings related to Tobacco Free for a Healthy NJ.
- Collecting evaluation-related data and work with outside evaluators, as appropriate, to analyze data and create needed reports. Preparing and submitting required program reports for funders.
- Coordinate evidence based initiatives in various settings including college, worksite, community
- Educating and helping to reduce negative impacts of tobacco use throughout New Jersey
- Traveling within state is required as needed; out of state travel required on occasion.
- Other duties as assigned

Academic Requirements: Bachelor's Degree required, bi-lingual preferred.

Required Experience:

- Minimum 3 years of experience in related field.
- We are particularly looking for individuals with:
- Three (3) years of relevant experience
 - Strong ability to cultivate and maintain relationships.
 - Experience in developing strategic plans.
 - Strong interpersonal and writing skills.
 - Experience working with culturally diverse populations.
 - Experience with virtual platforms such as Zoom, Basecamp, Google Drive Etc
 - Ability to travel statewide and nationally as needed

- Candidate must possess excellent verbal and written communication skills, excellent time management skills, customer service skills, organizational skills, and possess the ability to work with a team and or independently.

Benefits:

- Competitive salary
- Comprehensive medical, dental and vision plan options
- Generous paid leave (Vacation, sick, personal)
- 401K plan with employer match.
- Employee Assistance Plan

The Prevention Associate is a full time position (35 hours per week). Applicant must have the ability to work a flexible schedule. A cover letter highlighting your interest and experience is required. Submit cover letter and resume to the following: Careers@NJPN.Org.

NJPN is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

Please Note: Resumes without cover letters will not be considered.