



## **Program Manager: Urban Initiative & SYNAR**

### **Job Description**

**Location: 895 N. Opdyke Road, Suite D. Auburn Hills, MI 48326**

**Position: Full Time with benefits**

**Reporting to: Prevention Program Director**

**Description:** This dual role will combine the Alliance Urban Population Program and Synar contract deliverables.

The Program Manager will collaborate with residents, businesses, and partners through community coalitions in high risk urban areas, focusing on Hazel Park, Madison Heights, Ferndale, Pontiac and Southfield as well as serving as the Oakland County Designated Youth Tobacco Use Representative.

More specifically, the Program Manager will help empower residents to participate in community initiatives, projects and programs that improve the quality of life for young people in the area. The Program Manager will be charged with creating and implementing community-building strategies that engage residents and anchor institutions to take action in community development efforts. Additionally the Program Manager will identify and develop community leaders to promote and support building healthy communities; resulting in increased capacity for social change. Other tasks include: planning and implementing recruitment strategies to increase engagement, influencing and expanding inclusiveness by encouraging diverse residents to participate with community outreach events and activities, and developing, marketing and facilitating educational activities, meetings, and events; resulting in improved relationships, programs, and resources.

The Program Manager will also act as the Designated Youth Tobacco Use Representative and operate in accordance with Federal and State Synar requirements for Substance Abuse Prevention and Treatment Federal Block Grant Funds to coordinate county-level efforts to increase tobacco retailer compliance of the Michigan Youth Access to Tobacco Law (YTA). This will be accomplished through maintenance of Oakland County's Master Retailer List, coordination of vendor education visits and conducting civilian and law enforcement formal Synar compliance check activity.

All relevant action items related to this position are to be completed in full.

### **Desired Qualifications**

- Strong Understanding of Substance Use Disorders and Mental Health

- Planning, implementation and coordination of substance abuse prevention services
- Community organizing experience
- Excellent written and verbal communication skills
- Self-motivated and organized
- Ability to manage multiple projects simultaneously
- Computer knowledge, especially Microsoft applications and social media
- Cultural Competence and experience working with a diverse group of individuals
- Ability to attend meetings and represent the organization/coalition
- Interest and innovation in the “big picture” of public health and behavioral health issues
- Ability to present self in a courteous, tactful, and professional manner
- Considerate, punctual, and attentive to details

## **Requirements**

- Bachelor’s Degree in Public Health, Health Education, Social Work, Education, Psychology or other human service related field.
- MCBAP Certified Prevention Specialist (CPS), Certified Prevention Program Consultant (CPC), or Certified Health Education Specialist (CHES/MCHES) or ability to receive certification within two years.
- 3-5 years of experience in Substance Abuse Prevention, Health Education, Community Organizing, or Coalition work preferred.
- Must have a valid Michigan Driver’s License, current automobile insurance and use of vehicle during working hours.