

**EP Prevention Coalition
EMPLOYMENT OPPORTUNITY
FULL TIME GRANT FUNDED POSITION
\$30,000- \$42,000**



**EAST PROVIDENCE PREVENTION COALITION
EXECUTIVE DIRECTOR**

The East Providence Prevention Coalition (EPPC), a 501C3 non-profit organization based in East Providence Rhode Island, is seeking an Executive Director to lead and coordinate the organization. The EPPC has been in existence since 1988 and they are dedicated to promoting healthy lifestyles. The EPPC currently focuses on: substance abuse prevention (tobacco, alcohol, marijuana, opiate overdose and other drugs), intimate violence prevention (teen dating abuse, active bystander approach), nutrition and leadership development. However, depending on future funding streams, other areas of prevention may be included.

Duties of the EPPC Executive Director include but are not limited to:

- Writing for and administering a variety of city, state and federal grants as well as funding from private foundations or donors.
- Coordinating and developing the Board of Directors which includes but is not limited to: recruiting and training new diverse members, creating annual goals and priorities, training new leadership, keeping board members and community partners informed in between meetings, attending and coordinating all sub-committees (governance, fundraising and finance); and working jointly with the EPPC Executive Board on board development (providing training to enhance their knowledge base, amending bylaws, mission/vision, strategic planning, financial sustainability and succession planning).
- Hiring, supervising and evaluating employees (currently there are no staff).
- Handling all financial matters which include but are not limited to: creating annual budgets; documenting incoming revenue and expenditures; reporting; grant writing; conducting fundraisers (such as the annual egg hunt); cultivating and handling donations; keeping accurate spreadsheets and back-up documentation in the case of an audit; and completing bi-weekly payroll.
- Creating and disseminating materials to increase the visibility of who we are and what we do. This includes: creating and disseminating brochures, tip cards, press releases, letters to the editor, media campaigns, promo items and an electronic monthly newsletter; and utilizing and maintaining social media sites such as Facebook, Twitter and Instagram.
- Maintaining and expanding community partnerships with law enforcement, educators, parents, youth, seniors, the faith-based community, public officials, city employees and departments, community based organizations, youth serving organizations and businesses.

- Evaluating programs, events and coalition development.
- Implementing evidence based prevention programming and environmental strategies.
- Coordinating special events such as post prom parties, responsible beverage service trainings, alcohol and tobacco compliance checks, prescription drug take back events, etc; attending various events in the community and state.
- Disseminating information and marketing materials at community events. Having a presence in the East Providence community.
- Participating in trainings that are relevant to grant funding and keeping up-to-date with current trends; working towards or maintaining prevention certification.

The ideal candidate is experienced in: leading a non-profit organization; coordinating and maintaining a community coalition; facilitating small and large groups; grant writing; managing volunteers of all ages; multi-tasking; working in a fast paced environment; public speaking; using all Microsoft Office applications including Word, Publisher, Access and Excel; utilizing social media such as Facebook, Twitter and Instagram; working with both youth and adults; and community organizing. Candidates who have a flexible working schedule, reliable transportation and a passion for prevention are strongly encouraged to apply.

Position is full time, approximately 35 hours per week, including some night and weekend work. Health and dental benefits are included as well as paid holidays and two weeks vacation. The EPPC office is located in the historic Weaver House which is located on 31 Grove Avenue on the second floor. The Executive Director is governed by the EPPC Executive Board and supervised by the City of East Providence liaison. Preference will be given to applicants with substance abuse prevention education and/or experience which includes those who have acquired or are working towards being a certified prevention specialist through the RI Certification Board. This position is grant funded, and future employment is contingent upon funding.

The deadline to express interest is Tuesday October 6, 2015 at 4:00pm. All interested applicants should send their resume/cover letter to the East Providence Prevention Coalition, Attention Jennifer Wall via: Mail- EPPC, 145 Taunton Avenue, East Providence, RI 02914; Fax- 401-435-1920; or email- jwall@cityofeastprov.com.

The East Providence Prevention Coalition and City of East Providence do not discriminate on the basis of race, color, national origin, sex, sexual orientation, religion, age or disability in employment or the provision of services.