

## Community Outreach & Prevention Programs

The Center for Humanistic Change, Inc. seeks a full-time, bilingual Community Outreach & Sr. Prevention Specialist to establish and maintain outreach to diverse communities in the Lehigh Valley. The selected individual will deliver alcohol, tobacco and other drug prevention as well as life skills programming to youth and adults in settings that best meet the needs of unique communities.

CHC is dedicated to the goal of building a culturally diverse staff committed to teaching and working in a multicultural environment that promotes and advocates for diversity and inclusion. Candidates must: 1) have a minimum of a Bachelor's degree in social work, counseling, psychology, or a related academic discipline and substance abuse prevention or treatment experience (Masters preferred); 2) have 3-5 years' experience in community outreach, building collaborations, and working with community and educational systems; 3) speak Spanish fluently; and 4) be comfortable in establishing new contacts, initiating one-on-one meetings, and presenting programs to large and small audiences. Ideal candidates need to demonstrate the ability to work independently and with a team, manage deadlines for paperwork and electronic data entry, relate well to youth and adults to be successful in this position. Excellent judgment, attention to detail, outstanding written and verbal communication skills, strong presentation and facilitation skills, and proficiency in MS Office are required for this position. Juggling deadlines, thinking outside the box, adapting to new situations, remaining current with new trends in prevention and technology, and the ability and willingness to learn new skills are essential to success in this position.

In addition to availability during normal business and school hours, applicants must be flexible to provide weekend and evening programs. All applicants must have reliable transportation and the ability to do light lifting to transport files and other materials as necessary to/from the office and school. This position is expected to be a 12-month salaried, exempt position.

CHC is an equal employment opportunity employer. Employment decisions are based on merit and business needs, and not on the basis of actual or perceived race, color, citizenship status, national origin ancestry gender identity or expression, sexual orientation, age, religion, creed, physical or mental disability, marital status, veteran status, political affiliation or any other factor protected by law. CHC complies with the law regarding reasonable accommodation for handicapped and disabled employees.

### APPLICATION PROCESS

Only qualified applicants should apply. Please email **resume and cover letter** to [app@thechc.org](mailto:app@thechc.org). (Applications without cover letters will not be considered.) If your skills and experience are a good match for this position, CHC will invite you to a first interview with the Executive Director. If the Executive Director considers you a good match for the position, a group interview with the Executive Director and members of the Prevention Program Team will be arranged. The second interview process will require a 5-7 minute facilitation of a hands-on activity on a relevant life skill topic during a group interview session. Additional information such as a writing sample or data entry sample may be required. Applications will continue to be accepted on rolling basis until the position is filled. **Please note: "Community Outreach & Prevention" in the email subject area.**

For more information about Center for Humanistic Change and other positions, please visit [www.thechc.org](http://www.thechc.org).

