



JOB POSTING: DIRECTOR OF PREVENTION PROGRAMS

A great opportunity awaits a highly organized and detail-oriented person who would enjoy directing PEI Kids' Prevention programs and services. The Prevention Department provides school-based workshops in Teen Mental Health First Aid, Child Assault Prevention (CAP), CAP Bullying Prevention, and safety assemblies in over 60 Mercer County schools for students in Pre-K to high school. PEI Kids also provides community-based workshops to teach adults and raise awareness around issues including child sexual abuse, bullying prevention, and healthy child development.

Job Summary: Plan, organize, implement, and monitor all activities of PEI Kids' Prevention Department to ensure successful program outcomes.

Reports to: Executive Director | **Hours:** Full-time/hybrid (3 days office, 2 remote)

Salary: \$60,000/year + signing bonus | **Benefits:** Health, Dental, Life, 401K, Disability Insurance, Pension

Key responsibilities and accountabilities:

- Maintain understanding of all PEI Kids prevention programs through participation in trainings and workshop observations.
- Organize and implement presentation of workshops in schools/school districts to fulfill program commitments and level-of-service requirements.
- Manage a Supervisor and team of 5-10 facilitators who conduct school workshops using guided discussions, narratives, multi-media presentations, and role plays.
- Screen/hire and train workshop facilitators as needed to meet levels of service.
- Maintain quality and professionalism in all prevention programs and presentations.
- Promote visibility of PEI Kids and Prevention programs through presentations to professional groups, meetings, and participation in community outreach/events.
- Build and maintain relationships with schools and district personnel.
- Maintain strong relationship with the NJ CAP organization through frequent communication, adhering to policy/procedures, and providing all required program reports and data.
- Manage NJ CAP grant process to secure program funding for schools by distributing applications to schools/districts, guiding allocations, and completing documentation for payment release. Prepare and send invoices to schools/districts and monitor payments.
- Manage and implement the Teen Mental Health First Aid program serving as key liaison with the National Council for Mental Wellbeing.
- Maintain program statistics, participant demographics and service delivery information.
- Provide program data and recommendations to assist with grant applications and reports to funders.
- Hold quarterly team meetings and perform other responsibilities as assigned by the Executive Director, NJ CAP organization, and the National Council.

Job Qualifications

- Must have a Bachelors degree with prior supervisory experience.
- Public speaking, workshop facilitation, experience in conducting group trainings or presentations, or related experience required.
- Demonstrated ability to implement programs with fidelity.
- Must be culturally competent and capable of interacting with diverse populations with respect and humility. (Fluency in Spanish highly desired.)
- Excellent organizational, interpersonal, and supervisory skills.
- Social services background or prior experience working with children/youth is desired.
- Proficiency in MS Office: Word, Excel, Outlook.

Candidates must:

- Be concerned about the safety and well-being of children.
- Enjoy working with children/youth and prevention team members.
- Have the ability to manage a team, lead trainings and script rehearsals.
- Attend four-day certification trainings (no overnight stay required).
- Pass a comprehensive background check with fingerprint review.
- Have a valid drivers license and reliable vehicle to travel to schools/locations in Mercer County.

PEI Kids is an equal opportunity employer. We celebrate diversity and are committed to cultivating an inclusive environment where our employees and clients can thrive. PEI Kids does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, parental status, military service, or other non-merit factor.

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