



**The Alcohol and Substance Abuse
Prevention Council, Inc.**
125 High Rock Ave. Suite 107
Saratoga Springs, NY 12866
Phone 518-581-1230
www.preventioncouncil.org

Position Title: Prevention & Outreach Coordinator
Reports To: Assistant Executive Director

Date: September 2025
FLSA Status: Non- Exempt
Pay Range: \$26-\$28 hourly

Prevention & Outreach Coordinator

The main purposes of the Alcohol and Substance Abuse Prevention Council of Saratoga County, Inc. are to prevent and decrease underage alcohol, nicotine, other drug use, impaired driving, and violence to build family and community norms against risky behavior and enhance the coordination of services.

Position Summary

The Prevention & Outreach Coordinator is a full-time, 10-month position of the Prevention Council. The successful candidate will work with schools and communities at large to enhance healthy decision-making, and to promote safe roads to reduce impaired driving.

Major Accountabilities:

The responsibilities of the Prevention & Outreach Coordinator shall include, but not limited to:

- Provide support for SADD clubs and advisors including possible coordination of an Advisor meeting or regular newsletter of ideas/activities for SADD clubs
- Creation of a resource library for SADD Advisors and clubs
- Provide support for school-to-parent communications by providing positive parenting messaging for schools to disseminate through their already utilized channels
- Identify and cultivate community partners
- Assist schools with strategies targeting impaired driving including developing social norms campaigns, bringing in speakers/presenters
- Implement STOP-DWI efforts throughout the community– sharing materials, tabling at school/community/county-wide health fairs
- Assist with monthly Victim Impact Panels
- Network with prevention educators to support and build on the programming that they provide to selected schools
- Develop and distribute materials such as prom flyers for parents, infographics as well as support for after-prom activities
- Assist with Safe Spring event planning and implementation
- Willingness to work a flexible schedule (including some evenings, weekends and early mornings) to accommodate early school schedules, health fairs and other tabling events, parent programs and youth events. Must be able to travel regularly, primarily throughout the agency's geographic area

September 15, 2025

- Assist Supervisor in collecting key informant interviews and data from school personnel in order to plan future programs and strategies
- Act as a content expert for prevention related messaging, and assist Marketing Manager with social media and marketing materials as needed
- Attend drug and alcohol trainings, conferences, and agency sponsored community forums that enhance educational and programming skills
- Remain current with information and research regarding alcohol, nicotine and other drugs
- Ability to model behavior consistent with the mission of The Alcohol and Substance Abuse Prevention Council as per the agency's personnel manual
- Participate in, and actively support, agency fundraising efforts

Qualifications:

- Bachelor's degree in education, health and human services, addiction studies, public health, or other related field from an accredited college or university. CPS, CPP credential from OASAS, preferred.
- Excellent oral and written communication skills;
- Program planning, facilitation and evaluation;
- Organization and focus – able to set clear priorities and manage multiple projects;
- Excellent communication and computer skills including public speaking, writing and social media content;
- Working effectively with a large variety of people, both professionals and volunteers;
- Current valid driver's license, proof of vehicle insurance, fingerprinting clearance and vehicle availability