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: Community Outreach
Reports To: Healing Springs Supervisor

Date: September 2026
FLSA Status: Non-Exempt, full-time
Pay Range: $21.50 - $23 hourly

The main purpose of the Alcohol and Substance Abuse Prevention Council of Saratoga County, Inc. is to prevent and decrease underage gambling, 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
This is a full-time, 12-month, 1.0 FTE Prevention Council position. The successful candidate will work across agency departments to enhance programming efforts in Saratoga County for youth and adults. This individual collaborates with prevention and recovery programming teams to support schools and communities at large with Prevention Council services.

Major Accountabilities:
The responsibilities of the Community Outreach position shall include, but not be limited to:

- Participate in community outreach events and training sessions to increase public understanding of prevention, addiction and recovery services
- Provide outreach to help program participants connect with appropriate services
- Identify and cultivate community partners, including work with the programming team to locate new partners and funders to enhance existing services and explore emerging practices
- Assist with multiple grant initiatives throughout the community to include sharing materials, fulfilling outreach program deliverables, and tabling at school/community/county-wide events
- Network with program directors, supervisors, prevention specialists and certified recovery peer advocate (CRPA) staff to support and build on the programming provided to the community
- Act as a content expert for prevention and recovery related messaging, and assist the Marketing Manager with social media and marketing materials as needed
- Attend partner meetings, required grant training, gambling, drug and alcohol training, conferences, and agency sponsored community forums that enhance educational and programming skills
- Remain current with information and research regarding gambling, alcohol, nicotine and other drugs
- Participate in, and actively support, agency fundraising efforts
- Willingness to work a flexible schedule (including some evenings, weekends and early mornings) to accommodate school schedules, tabling events, parent programs and youth events
- Some driving on agency business may be required, primarily throughout the agency's geographic area
- Other duties as assigned

Qualifications:

- Associates degree preferred in education, health and human services, addiction studies, public health, or other related field. CPS, CPP, or CRPA credential from OASAS, preferred;
- Program planning, facilitation and evaluation;
- Proficiency in Microsoft office (Word, Excel, PowerPoint & Publisher);
- Ability to model behavior consistent with the mission of The Alcohol and Substance Abuse Prevention Council as per the agency's personnel manual;
- Excellent organizational skills; ability to handle multiple projects simultaneously;
- Excellent communication and computer skills including public speaking, writing and social media content;
- Excellent interpersonal skills to work 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;
- The Prevention Council is an equal opportunity employer.

October 5, 2026