



**The Alcohol and Substance Abuse  
Prevention Council, Inc.**  
125 High Rock Ave  
Saratoga Springs, NY 12866  
Phone 518-581-1230  
[www.preventioncouncil.org](http://www.preventioncouncil.org)

**Position Title:** Assistant Director  
**Reports To:** Executive Director

**Date:** August 2023  
**FLSA Status:** Exempt, full-time

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### **Position Summary:**

The Assistant Director provides guidance and assures efficient operations in the delivery of the agency's services. The Assistant Director assists the Executive Director with the supervision of organization and training, budget management, and planning for community programs. The Assistant Director is a planner, analyzer and coordinator. S/he solves problems and makes decisions effectively and is also skilled in verbal and written communication.

### **Major Accountabilities:**

Primary responsibility for administration including the following:

- Guides the Directors of Prevention and Recovery Services in having their staff achieve and maintain their necessary certifications as identified by OASAS. Coordinate continuing education trainings for staff across the 7 county COAST region
- Supervises the Directors of Prevention and Recovery Services in budget development, negotiation, supervision of spending, accountability to funding sources for community based programs
- Works with the Executive Director to identify new partners and funders to enhance existing services and explore emerging practices
- Supervises the Marketing Coordinator in development of agency materials, branding and outreach
- Represents the Prevention Council in collaboration with other agencies, institutions, governmental units, and coalitions
- Coordinates the delivery of the Stop DWI program carried out by agency
- Conducts special projects as assigned by the Executive Director
- Maintains the highest standards of adherence to principals of effective prevention and recovery in all programs

### **Qualifications:**

Master's Degree in Education, Public Health, Social Work, or related field. Must have a minimum of five years' experience in prevention, recovery or related field, including supervision.

- Willingness to work a flexible schedule (including some evenings and weekends) and travel primarily throughout the agency's geographic area;
- Ability to model behavior consistent with the mission of The Alcohol and Substance Abuse Prevention Council;
- Experience in budget development and reporting practices
- Experience writing successful grants
- Current valid driver's license, proof of vehicle insurance, and vehicle availability
- The Prevention Council is an equal opportunity employer.

*August 15, 2023*