



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

Position Title: Assistant Director
Reports To: Executive Director

Date: August 2024
FLSA Status: Exempt, full-time

Position Summary:

The Assistant Director develops the programs necessary to fulfill the mission, vision, and goals of the organization. They will provide guidance and ensure efficient operations in the delivery of the agency's services. The Assistant Director assists the Executive Director with the supervision of the organization, 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:

- 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
- Collaborates with the Executive Director on strategic planning and implementation
- Supervises the Marketing Manager in development of agency materials, branding and outreach
- Represents the Prevention Council in collaboration with other agencies, institutions, governmental units, and coalitions
- Organizes and oversees community outreach events throughout Saratoga County
- Assists with grant writing and grants management
- Conducts special projects and other duties as assigned by the Executive Director
- Maintains the highest standards of adherence to principals of effective prevention and recovery in all programs

Qualifications:

Bachelor's degree in Education, Public Health, Social Work, or related field; Master's Degree preferred. Must have a minimum of five years' experience in prevention, recovery, non-profit or related field, including supervision.

- Strong leadership skills to provide strategic direction and guidance to the organization, ensuring its mission and goals are effectively executed
- Extensive experience in nonprofit management, including budgeting, fundraising, program development, reporting and grant writing, to effectively oversee the organization's operations and drive growth
- Willingness to work a flexible schedule (including some evenings and weekends) and travel primarily throughout the agency's geographic area

August 26, 2024

- Ability to model behavior consistent with the mission of The Alcohol and Substance Abuse Prevention Council
- Current valid driver's license, proof of vehicle insurance, and vehicle availability
- The Prevention Council is an equal opportunity employer