



Texans for Safe and Drug-Free Youth

Job Description: *Education Programs Manager – Substance Misuse Prevention*

Do you believe that all youth and college students deserve the right to learn in a healthy environment, risk-free from alcohol, tobacco, and other substance addiction? Are you looking for an opportunity to join a collaborative team and make a difference in the lives of our youth? At Texans for Safe and Drug-Free Youth (TxSDY), you will have that opportunity.

We are looking for a passionate leader who isn't afraid to work hard and speak up to protect youth. We are looking for someone who will inspire others to create healthier and safer communities that prevent youth substance misuse. We are looking for someone exceptional at building relationships and developing new ways to help students thrive.

As the Education Programs Manager focused on Substance Misuse Prevention, you will work with community leaders, organizations, school districts, higher education entities, and parents across Texas to build and implement programs and strategies to put an end to youth alcohol, tobacco and other drug use. TxSDY is a leader in advancing evidence-based solutions that not only unleash large scale community change but protect youth and college students from beginning or participating in deadly habits.

The Education Programs Manager, like an architect, will build a blueprint for expanding and bringing together all educational aspects of TxSDY's prevention programming. In addition to educating and mobilizing college campuses to implement effective prevention policies and programs, this position will serve a central role in broadening TxSDY's overall youth and campus prevention work. The position demands a strong detail-oriented individual who enjoys traveling to local communities and campuses to train as well as build strategic relationships, and attend/present at state and national conferences.

Who are we looking for?

- Someone who is goal oriented, but also focused on steps necessary to realize goals
- Someone who is an excellent communicator, both verbal and written
- Someone who is resilient yet approachable
- Someone who can inspire others while holding them accountable
- Someone who has experience coordinating events and programs
- Someone who is a self-starter and strategic thinker

Essential Job Duties:

- Fulfills grant objectives and adheres to funder's compliance requirements, including budgets
- Plans and develops pilot program for at-risk youth, evaluates and assesses for strengths and weaknesses
- Develops and monitors budgets, operational, and strategic plans
- Works closely with stakeholders and TxSDY staff to improve strategies and ensure successful outcomes
- Creates new and enhances existing projects/programming

- Manages project and partner relationships; identifies and recruits new partners
- Implements project activities and conducts training
- Motivates people to engage in creating community change
- Works in collaboration with TxSDY staff, external evaluator, campuses, and local stakeholders to achieve specific project goals and expand prevention programming
- Develops and maintains knowledge of evidence-based prevention practices for campuses
- Provides content for social media posts; promotes TxSDY programs, goals, strategies
- Represents TxSDY at external meetings

Ideal Candidates will have...

- Bachelor's Degree or equivalent experience in behavioral science, public health, social work, or related field
- Minimum of three years of one or more of the following:
 - Program development
 - Program management or project oversight and implementation
 - Building and managing a project
 - Researching and writing strategic documents/processes
- Ability to simultaneously manage multiple, complex projects in varying stages of development under time constraints
- Ability to build a program from idea to scale; adapt a program for growth and improvement
- Exceptional oral and written communication skills
- Exceptional conflict resolution, problem solving, and facilitation skills
- Exceptional ability to foster relationships and build powerful partnerships
- Exceptional ability to assess, respond to, and manage risk
- Ability to travel overnight on a regular basis
- Cell phone, driver's license, personal vehicle with applicable insurance
- Ability to lift 30 pounds
- Small non-profit experience is highly preferred
- Commitment to organizational mission and ideology in order to effectively promote and advance the goals of our organization

Things to Consider:

- This position reports to the Director of Programs & Strategy.
- The salary is \$46-\$52K commensurate with experience, plus benefits.
- Hours: full-time exempt position; some nights and weekends. Travel required.
- Position does not require residency in Austin Metro Area, but does require residency in Texas and consistent travel to the office located in Austin, TX.
- To apply: Please send a cover letter and resume to info@txsdy.org. Your cover letter should share how you can inspire others, your direct experience, and what you will add to our existing team.

Who is Texans for Safe and Drug-Free Youth (TxSDY)?

Located in Austin, *Texans for Safe and Drug-Free Youth* (TxSDY) is the statewide non-profit and social change organization that is committed to putting an end to youth alcohol, tobacco, and other drug use. When we see a gap that puts the health and safety of young people at risk, we fill it. We are also a leader in advancing evidence-based strategies that not only unleash large scale social movements but prevent youth from beginning deadly habits.

We are known for getting in the trenches and fueling our mission through sweat equity. We do this work in partnership with local coalitions, colleges, state agencies, stakeholders, and other organizations with similar missions. Within our matrix driven structure, our team is expected to work hard, and operate in a highly collaborative manner.

How does TxSDY pursue its mission? We use collective impact and civic engagement strategies to build capacity for communities to advance public policy through advocacy and effective prevention strategies. Simply put, we believe that community and corporate accountability are needed to prevent youth alcohol, tobacco, marijuana, and other drug use. And we train grassroots and grassroots leaders to do the work.

Our mission and values are simple...*We believe in a community where its members and corporate citizens share accountability for preventing youth substance abuse. We believe diversity and inclusion are key drivers of creativity and innovation. We welcome candidates who share our beliefs to apply for any role within our organization.*