



Position Title: **Program Coordinator**  
Location: 178 Oakwood Drive, Glastonbury, CT  
Position Type: Full time, 37.5 hours  
Education: 4-year degree

***We work hard to make sure the best prevention, treatment, and recovery supports are available across the lifespan.***

We are seeking a **Program Coordinator** to support functions of the Regional Behavioral Health Action Organization (RBHAO) and related programs including those that focus on *vaping, opioid response, suicide prevention, substance misuse, problem gambling, and mental health promotion.*

#### **Responsibilities:**

- Support successful completion of contracted deliverables.
- Support local coalitions and mini-grant recipients operating within the municipalities.
- Promote interdisciplinary collaboration with other coalitions that focus on vaping, opioid response, suicide prevention, substance misuse, and mental health promotion.
- Identify and develop resources for schools, law enforcement, local towns, and communities.
- Develop and conduct community education presentations, training, outreach, and awareness events.
- Promote best practices and utilize the Strategic Prevention Framework (SPF).
- Serve as a data champion, enter/summarize data for reports, briefs, and presentations.
- Organize and support agency initiatives as a member of the team.
- Ensure lived experiences inform efforts.
- Perform other duties and responsibilities as assigned by the Amplify Executive Director.
- Regular and consistent attendance is an essential function of this position.

#### **Qualifications and Skills:**

- Certified Prevention Specialist (CPS) or willing to obtain certification.
- Bachelor's degree in health-related discipline, business/public administration, or related experience.
- Minimum 1 year in a business/nonprofit setting, or related experience.
- Knowledge/experience in behavioral health field a plus (substance use, mental health)
- Self-starter, ability to work independently and manage priorities.
- Computer skills (Microsoft Office)

***We understand what it takes to do this work well and be well. We offer competitive benefits including:***

- Paid time off includes: fourteen holidays, plus vacation and sick time
- Health and dental insurance
- 100% Employer-sponsored HRA
- Dependent care reimbursement
- Employee Assistance Program (EAP)
- STD/Disability coverage
- Retirement plan options

**To apply:** Email resume and cover letter to [careers@amplifyct.org](mailto:careers@amplifyct.org) with "Program Coordinator" in the title.

**To learn more:** Visit [www.amplifyct.org](http://www.amplifyct.org).

Amplify, Inc. is an equal opportunity employer and considers all qualified applicants equally without regard to race, religion, sex, sexual orientation, veteran status, national origin, or disability status.