**Senior Project Coordinator, Workforce Development**

The Center for the Application of Substance Abuse Technologies (CASAT) at the University of Nevada, Reno (UNR) is searching for a Senior Project Coordinator, Workforce Development for a regional substance misuse prevention center working with states, jurisdictions, tribes, community coalitions, and other NGOs within a 10-state/jurisdiction region. CASAT provides training, technical assistance, and other services to support substance misuse prevention, substance use disorder treatment, and recovery.

The Senior Project Coordinator will be responsible for providing direct training and technical assistance services to build state, jurisdiction, tribal, and community capacity in the application of data-driven decision-making to the selection, implementation, and evaluation of evidence-based programs and practices to prevent substance misuse. T/TA services may be delivered virtually (e.g., by webinar) or in-person. The Senior Project Coordinator will:

* Create, deliver, and manage in-person and virtual workforce-related activities, such as trainings, technical assistance services, and product development.
* Identify and manage subject matter experts and other consultants.
* Develop content for regional web pages, e-blasts, and other communications to the field.
* Support development of annual Prevention Academies.
* Participate in external regional and national grant/contract related workgroups.
* Facilitate regional workgroup meetings.
* Assist with securing grant writing and other funding.
* Write or substantially contribute to various reports and continuation applications.
* Other duties as assigned.

The successful candidate will have strong public speaking, presentation, training design, facilitation, and writing skills are required. Use of Microsoft Office, Excel, and Powerpoint required. Experience with the following programs and platforms preferred: Zoom, Mailchimp, Microsoft Suite (e.g., Outlook, Teams, OneDrive, OneNote).

This position is located in the CASAT office in Reno, NV on the UNR campus.

**Funding/Project Website**

The Senior Coordinator position is funded by a federal cooperative agreement and is dependent upon the continuation of these funds. The cooperative agreement supporting this position is funded by the Substance Abuse and Mental Health Services Administration of the U.S. Dept. of Health and Human Services. For more information on the grant funding the position [view our project website here](http://www.pspttc.org).

**Required Qualifications**

Bachelor's degree and three (3) years OR Master's degree and two (2) years of related work experience.

Related Experience: Workforce development; community outreach; program and project coordination and planning

**Preferred Experience**

Training and technical assistance; direct service in the substance misuse prevention field; conducting community needs assessments and program evaluations; content knowledge and experience with improving health equity/social determinants of health; working with state and/or tribal systems and with federal funding.

**Schedule or Travel Requirements**

Variable work hours (to include nights and weekends)

The ability to travel frequently and on short notice is required, but is currently on hold due to COVID-19. We anticipate that some travel will resume in the Fall of 2021.

**To Apply**

UNR is committed to Equal Employment Opportunity/Affirmative Action in recruitment of its students and employees and does not discriminate on the basis of race, color, religion, sex, age, creed, national origin, veteran status, physical or mental disability, and sexual orientation. UNR employs only United States citizens and aliens lawfully authorized to work in the United States. Women and under-represented groups are encouraged to apply. The cooperative agreement supporting this position is funded by the Substance Abuse and Mental Health Services Administration of the U.S. Dept. of Health and Human Services.

If interested, please send a cover letter describing why you are a good fit for this position, your CV or resume, and 3 professional references to Alyssa O’Hair at [aohair@casat.org](mailto:aohair@casat.org).