POSITION: Project Coordinator (PC) Department: Substance Use Prevention

Location: 45 Knight Street, Jaffrey, NH Serving communities in Eastern Monadnock Region (EMR). The Substance Abuse Mental Health Services Administration and NHDHHS has contracted Reality Check to provide services focusing on preventing underage drinking and mitigating the impacts of the opioid crisis for adults and middle & high school youth.

Summary & Responsibilities

The PC will manage the delivery of community- and school-based prevention training, programs, presentations, and other initiatives within the EMR as outlined in grant Action Plans, and will focus on preventing opioid and other substance use/abuse/addiction in 1) older adults 55+ and in 2) middle and high school youth. The coordinator will split time between senior-serving agencies, the Conant Middle-High School District, and the office to strengthen supports for impacted families. Duties may change slightly throughout the grant timeline to comply with funder requirements.

1. Older Adult & Caregiver Interventions (Ages 55+)

- Complete facilitator training of: **SAFE-HOME (Home Opioid Management Education)** to train hospital workers, home health workers, and rural older adult clients on opioid risks, pain management alternatives, and the use of Naloxone / Narcan.
- Complete facilitator training of: **O.P.A.L. (Opioid Prevention for Aging and Longevity)** to raise awareness of Rx opioid risks and non-opioid pain management for older adults and caregivers.
- Complete facilitator training of: **Program to Encourage Active, Rewarding Lives (PEARLS program)** designed to manage late-life depression and isolation in older adults.
- **Schedule partner meetings to deliver training** to staff and residents at older person-serving agencies, senior centers, and housing complexes on SAFE, OPAL, PEARLS, Addiction 101, and Narcan (Naloxone) administration.
- Offer the use of the **Prescription Opioid Misuse & Abuse Questionnaire** to hospitals.
- Strengthen programs serving older adults, parents, and caregivers navigating or impacted by Opioid Use Disorder (OUD) or other substance use disorders SUDs.

2. Youth Prevention

- Collaborate with the Jaffrey-Rindge Cooperative School District to support implementation of drug & alcohol curricula (ie **LifeSkills Training**, **Prime For Life**, or **Youth Mental Health First Aid)**.
- Coordinate and help implement **Red Ribbon Week**, **The Yellow Tulip Project**, and **Talk. They Hear You** campaigns within schools.
- Set up resource tables at **tabled events** in schools and at community partners including managing a Mock Teen Bedroom, open houses, career and parent nights, new resident orientations, and other partner functions.
- Coordinate **movie nights** around current issues: *If They Had Known, Hiding in Plain Sight, This Emotional Life, and Depression: Out of the Shadows* in schools and at elderly facilities.
- Provide support for **YRBS survey** administration to track substance use trends.

3. Communications, Outreach, Administrative Work

- Collaborate with The Partnership @ DrugFreeNH to disseminate prevention messaging, resources and educational materials targeting older adults and youth with OUD/SUD.
- Occasionally use CANVA to create brochures and overdose prevention materials to disseminate to community partners and post on FB and Instagram.
- Attend DHHS quarterly meetings and other partner meetings to cultivate new partnerships with like-missioned agencies including CMC's Doorway and Monadnock Family Services.
- Track weekly service numbers for data entry in reporting platforms including Annual Reports.

Qualifications

- **Education & Experience:** BS or BA Degree / equivalent combination in Public or Mental Health, Social Work, Addictions, Human Services, Education, Criminal Justice, or a related field. Previous experience working in school systems or senior care is a plus.
- **Technical Skills:** Proficiency with Google Suite and Microsoft mail, calendar, docs, drive, forms, some AI is a must, Canva, website updates, comfortable with social media campaigns, ability to learn new reporting platforms.
- **Competencies:** Strong ability to prioritize and manage multiple projects with good time management; strong professional presentation and public speaking skills is a must; comfortable discussing addiction and mental health issues. Excellent communication skills verbal and writing reports and professional emails. Must be flexible due to changing duties or grant requirements. Some budget expense tracking is required.
- **Logistics:** Valid driver's license and reliable transportation to attend trainings, events, partner meetings, deliver resources, and event setups in the service area. Be familiar with Monadnock Region resources. Reports to the CEO with weekly supervision supplied.
- **Pre-Employment Screening:** Complete a State of NH background check and fingerprinting, a name search with NH Bureau of Adult & Aging Services and with the NH Division of Children, Youth & Families.

Schedule & Compensation

- Monday – Friday 8am – 4pm with possibility of one remote day /flexible
- Start: December 1, 2026 – June 30, 2028 with possible additional 2-year extension
- Salary Range: $58,240 – $66,560 annual salary with paid lunches and breaks
- Benefits: Health and Dental Insurance, Retirement 3% match, PTO, sick time, 11 holidays, vacation time, STD/LTD/Life Insurance, and time off to volunteer and to vote.
- Very occasional evening or weekend hours to attend or table at partner events

To Apply: Email Cover Letter outlining interest and background, Resume and 3 references contact info to Mary@RealityCheckNow.org by 11/30/2026.