



**POSITION ANNOUNCEMENT**

March 27, 2022

**Prevention and Community Engagement Specialist  
Olympia, Washington**

**Position Information:** 40 hours/week (1.0 FTE)

Salary Range: \$52,000 - \$63,000

**Additional Benefits:** Work at the Evergreen Council on Problem Gambling (ECPG) makes an important difference in the lives of individuals, families, and communities in prevention, awareness, treatment, recovery, and support services. If you want to work in a dynamic field and do fulfilling work – join our team. If you’re looking for other competitive benefits, here are just a few:

**Healthcare Benefits:** Medical – Dental – Vision – EAP – and More!

**Paid Time Off:** Annual Leave – Holiday Leave – Sick Leave – are just the beginning!

**Retirement Savings Plan:** Including an Employer Match!

**Flexibility:** We work with staff to offer a combination of in-office and remote work opportunities.

**Closing Date:** Open until filled

**To Apply:** Submit Cover Letter and Resume to:  
Evergreen Council on Problem Gambling  
Attn: Prevention & Community Engagement Specialist  
1821 4<sup>th</sup> Avenue East / Olympia, WA 98506

**APPLICATION MATERIALS, INCLUDING COVER LETTER, MUST BE RECEIVED BY 5 P.M. ON CLOSING DATE.**

**GENERAL OVERVIEW:** The Prevention and Community Engagement Specialist is responsible for developing and administering prevention, responsible gambling and gaming, and community engagement initiatives as part of ECPG programs and services. The successful Prevention and Community Engagement Specialist candidate is a passionate, dynamic, and experienced advocate with solid public health, prevention, and training expertise. This position participates as a team member in all aspects of the Council's work. The Prevention and Community Engagement Specialist creates and provides information in an engaging and culturally sensitive manner to help groups and individuals better understand ECPG programs and services, the issues surrounding responsible and problem gambling and gaming, prevention, recovery, and opportunities for community involvement.

## **PRIMARY DUTIES AND RESPONSIBILITIES:**

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Designing, implementing, and evaluating culturally sensitive, evidence-based, community-responsive prevention, education, and community engagement programs.
- Research, develop, and evaluate training materials, PowerPoint presentations, experiential exercises, and practical application tools that are culturally and developmentally appropriate for each audience.
- Create and deliver community outreach and education presentations, workshops, and trainings.
- In collaboration with Social Media and PR Specialist, ensure a cohesive social media strategy and brand for prevention and community engagement messaging across all platforms that support ECPG Mission and efforts.
- Work with ECPG Team to propose creative strategies for the implementation of social media programs that ensure appropriate messaging regarding prevention and responsible gambling/gaming.
- Identify opportunities for new programs and services.
- Represent ECPG on Prevention-related associations and committees and at conferences, trainings, and professional events, including the WA Prevention Summit and Spring Youth Forum.
- Serve as staff liaison to Responsible Gambling/Gaming, Prevention, and Community Advisory Committees and Programs.
- Lead efforts to diversify resources and materials to address cultural and linguistic needs and barriers to awareness and engagement.
- Work as part of ECPG Team to develop outreach efforts for key initiatives such as Problem Gambling Awareness Month and Responsible Gaming Education Week.
- Develop Community Prevention programs, curricula, services, and coalitions with a variety of community stakeholders.
- Collaborate through strategic partnerships and community coalition building.
- Work with key staff to help lead Responsible Gambling/Gaming programs and initiatives, including ECPG's RG STAR Certification and Training Program.
- Work with Regional and National Addiction Technology Transfer Center/Prevention Technology Transfer Center (ATTC/PTTC) programs and services
- Ability to work both independently and as a collaborative team member to ensure program effectiveness and provide input on projects/programs that will maximize positive impacts on the community and provide the highest level of customer service.
- Perform other duties as required.

## **MINIMUM QUALIFICATIONS:**

### **Education and Experience:**

A Bachelor's Degree from an accredited college or university in public health, mental health, or related field and minimum two-to-three years of experience in creating and implementing Prevention and Community Outreach programs and services, preferably in a Human Services/Mental Health field.

**Required Licenses or Certifications:**

- Must have reliable transportation available for work-related purposes, a valid Washington State driver's license, and proof of automobile insurance.

**Required Skill in:**

- Excellent public relations, public speaking, and community engagement skills. Knowledge and practice in training and facilitation techniques and an understanding of interactive training approaches. Strong writing, editing, verbal communication, and listening skills.
- Presenting complex information in an interesting and meaningful manner.
- Computer proficiency with Microsoft Office Applications (Word, Excel, Outlook, PowerPoint, Access), Excel, Adobe, and other related computer programs.
- Exhibiting initiative and sound judgment with strong interpersonal skills and commitment to working collaboratively with a wide range of partners.
- Strong organizational and planning skills and attention to detail. Ability to follow multiple and sometimes competing tasks through to completion with minimal supervision and within the deadlines set for each project/task.
- Develop grant applications to support ECPG activities and ensure sustainability of programs.
- Commitment to the Mission and Values of the Evergreen Council on Problem Gambling.
- Positive attitude and strong work ethic, including punctuality, reliability, and accountability.

**Additional Desired Skills:**

- Certified Prevention Professional, preferred (i.e. Associate Prevention Professional, Certified Prevention Professional, Prevention Specialist Certification, Certified Health Education Specialist, etc.)
- Bilingual preferred.
- Administrative and supervisory experience working with volunteers.

**Physical Demands/Work Environment:**

- Work is performed in an office environment and off-site locations across Washington State.
- Ability to work a flexible work schedule, including day, evening, overnight, and weekend availability, depending on assignments and travel up to 30 percent of the time, including driving to presentations, meetings, seminars, and at least two 5-day conferences a year.
- Subject to sitting, standing, walking, bending, reaching, and lifting of objects up to 50 pounds.
- The Evergreen Council on Problem Gambling is an equal opportunity employer.
- Competitive benefits include health, vision, and dental coverage, retirement benefits, paid vacation, and flexible scheduling.