



## FULL-TIME JOB DESCRIPTION

**Title:** BRYC Program Coordinator

**Project:** Building Resilient Youth and Communities With Prevention

**Organization:** Positive Directions on behalf of the Westport Prevention Coalition

**Reports to:** Prevention Director at Positive Directions

**Job Type:** Full-time (35 hrs/week) - hybrid (office/community/virtual)

**Project Start Date:** July 2026 (contingent upon state agency process)

This full-time position is an opportunity for a dedicated community member to contribute to the health and wellbeing of Westport youth. The position coordinates the Building Resilient Youth & Communities with Prevention (BRYCWP) grant, a new 5-year project that aims to prevent underage alcohol and cannabis use among Westport youth, including supervising a Youth Peer Advocate. The position collaborates closely with the Westport Prevention Coalition (WPC) Leadership Team and project evaluator. It is funded through a state grant held by Positive Directions–The Center for Prevention and Counseling.

### Essential Duties:

1. Coordinate coalition meetings, workplan activities, data, and budget for the project.
2. Serve as the primary liaison between the Westport Prevention Coalition (WPC) Leadership Team, Independent Evaluator, coalition, and DMHAS:
  - a. Meet with the WPC Leadership Team monthly to provide updates, plan coalition agendas, and organize Needs Assessment and Planning processes.
  - b. Collaborate with and support the Independent Local Evaluator to conduct youth and adult surveys, gather qualitative data, and disseminate findings.
  - c. Connect with DMHAS Resource Links to support the work.
3. Work with the coalition and evaluator to develop a Needs Assessment and Plan, including organizing capacity-building trainings.



4. Ensure implementation of the Plan, including organizing events, making presentations, coordinating staff/volunteers, purchasing supplies, etc.
5. Outreach to target individuals or groups to build relationships, share information, provide resources, and engage in coalition work.
6. Supervise Youth Peer Advocate.
7. Help facilitate youth coalition (e.g., Teen Awareness Group) recruitment and involvement.
8. Track and report on meetings, activities, and outcomes.
9. Attend meetings and trainings as required by DMHAS, and participate in Positive Directions staff meetings.
10. Attend prevention trainings and work toward Certified Prevention Specialist (CPS) credential.

#### Requirements:

- Minimum of 1 year's experience in a public health planning role, with substance use prevention experience preferred. (3+ years preferred)
- Experience with project management, including planning and implementation, performance monitoring and reporting, and budget management.
- Experience and comfort working with youth.
- Excellent organizational and presentation skills.
- Good interpersonal skills.
- Communication, social media, and/or design skills highly desirable.
- Knowledge / networks in the Westport community highly desirable

Compensation: Salary commensurate with experience (\$25-\$35/hour), health insurance, 20 days PTO + holidays, retirement contribution

To apply: Submit *cover letter* and *resume* to Margaret Watt at [mwatt@positivedirections.org](mailto:mwatt@positivedirections.org). No calls, please.

*Positive Directions–The Center for Prevention & Counseling is a community nonprofit located in Westport, CT, serving as innovative community leaders in mental health, substance prevention, and peer support. As an Equal Opportunity Employer, we actively seek and value diversity in our hires.*