

## San Juan County Partnership

### JOB DESCRIPTION

Title: Community Programs Specialist

#### Responsibilities:

- Assist with preparing and facilitating evidence-based alcohol harm reduction sessions
- Coordinate Community Advisory Board and alcohol harm reduction program
- Assist with work of the San Juan Health Council through community planning around health priorities and events. As well as outreach and recruiting for health council membership.
- Work with staff and program evaluators to maintain records and document time and activities
- Assists with direct service portions of multiple grants and other alcohol, tobacco and other drug prevention programs
- Conduct school and community-based presentations
- Educating and interacting with community members through health fairs and other community events
- Attend community meetings as needed
- Perform data entry and filing
- Undertakes other administrative work as necessary
- Respond appropriately and effectively to the cultures of San Juan County

#### Qualifications:

- Associate degree required, bachelor's degree in a related field preferred or equivalent experience
- Must have knowledge of computer applications including Microsoft Office Suite or similar applications
- Must be able to pass/obtain Certified Prevention Specialist Certification within 1 year (To see requirements visit <https://nmcbbhp.org/certified-prevention-specialist-cps/>)
- Travel within San Juan County required; must have valid driver's license and will need to use own vehicle for travel; mileage will be reimbursed at the current approved federal rate. Occasional travel to Albuquerque and Santa Fe may be required for meetings and trainings.

Annual Salary: begins at \$42,000 plus benefits

July 1, 2025 start date

**Please send resume to [cac@sjcpartnership.org](mailto:cac@sjcpartnership.org)**

