Substance Misuse Initiative Manager - AveNew

Initiatives Manager – AveNew

The United Way of Greater Kingsport seeks positive, results-oriented professional to organize and lead efforts in our important fight against substance misuse through education, prevention and connection. Collaborative and teamwork skills are essential. Minimum of a bachelor’s degree and 3-5 years’ experience in related field or equivalent. Interested applicants desiring to help the UWGK Live United against substance misuse should submit a cover letter and resume to resumes@uwaykpt.org. A cover letter is essential to be considered. These documents may also be mailed to UWGK, Attention: RESUMES, 301 Louis Street, Suite 201, Kingsport, TN 37660.

See full description below:

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<td>Primary Areas of Responsibility:</td>
<td>Substance Misuse Education and Prevention</td>
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<td>Position Type:</td>
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Job Description

Initiative Description:

AveNew is a new United Way of Greater Kingsport initiative that is focused on the areas of drug education, prevention, community awareness and stigma reduction. AveNew’s vision is to make the Greater Kingsport area a safer, healthier and more resilient community by addressing substance misuse and guiding those impacted through education, prevention, and connection.

AveNew’s mission is to:
Educate our community about the impact of substance misuse;
Prevent people of all ages from misusing substances;
Connect people to community resources, and
Support and promote efforts to increase resiliency in our community.

Job Purpose:
Positive, results-oriented, independent professional with strong leadership qualities to direct AveNew’s efforts. Uses strong project management and team facilitation skills to ensure the strategic direction and operational initiatives of AveNew are being carried out effectively and in a timely manner by associated teams and collaborative partners.

Is the lead staff position for coordinating all activities relating to AveNew and UWGK efforts within the focus areas of drug education and prevention. The Initiative Manager will develop and use knowledge of community organizations, activities, and initiatives as well as member agency programs to form collaborations supporting the UWGK’s substance misuse prevention initiative.

All work should be aligned to follow the prioritized strategic areas developed by AveNew Leadership and Steering Teams in the areas of education, prevention, community awareness and stigma reduction.

Serves as a supporting staff position in coordinating the community impact work of the UWGK Vision Councils and initiatives adopted by the UWGK organization with an emphasis on drug education and prevention.

Will assist with other related work as needed. Will develop and use knowledge of community and member agencies as it relates to this project.

This position reports directly to the Director of Community Impact

## Essential Functions/Job Duties:

The statements below reflect the items considered necessary to describe the essential functions of the job identified and shall not be construed as a detailed description of all work requirements that may be inherent in the job.

1. Works under the guidance of the AveNew Leadership Team. Coordinates the development of action teams, recruits and coordinates volunteers to serve on various teams (may include the following: Steering Team, Leadership Team, Drug Education Council, Metrics, Communications, Parenting Education & Employment Team) Utilizes good project management, volunteer management and administrative skills to assure teams’ success and results are achieved.

2. Uses strong marketing and communications skills to effectively raise visibility, deepen connections, and engage supporters for drug education, prevention and awareness. This may include but is not limited to: working with the Leadership Team to identify and develop programming for youth education, parenting and stigma awareness and community conversations, maintaining a marketing/communications plan, public speaking to community organizations, the design and development of content for social media platforms.

3. Working under the guidance of the AveNew Leadership Team, collaborates with Executive Director, Director of Community Impact and other staff, volunteers and community partners to define and deliver on organizational strategies to increase UWGK’s presence and impact with our defined initiatives.

4. Uses strong project management and team facilitation skills to ensure the strategic direction and operational initiatives of the substance misuse initiative are being carried out effectively and timely by the teams and collaborative partners.

5. Works with the Leadership Team to prepare and develop AveNew’s annual budget. Researches and proposes additional funding sources as necessary. Assists in writing grant proposals to further the work of drug education and prevention efforts. Works with the Leadership Team to develop, maintain and implement procedures to assure sound finance principals are followed if applicable to this project (s).

6. Promotes networking and information sharing around participating partners and stakeholders. Collaborates with and facilitates coordination between appropriate agencies, community-based
organization, business, governmental agencies and community members to meet UWGK’s mission and community goals.

7. Manages initiative outcomes, measures and community metrics to ensure program effectiveness. Follows the Initiative Management Plan for the development of the initiative lifecycle.

8. Serve a navigator role including fielding calls, providing answers to questions and initial coordination and referral to help individuals who reach out to the United Way of Greater Kingsport for substance misuse related assistance.

General

9. Updates and maintains accurate Outlook contacts and distribution lists.

10. Performs other duties and responsibilities as a part of the UWGK staff as requested by the Community Impact Director and Executive Director.

Education and Experience: Minimum of Bachelors’ degree and 3-5 years’ experience or equivalent. Demonstrated leadership ability in working with staff and volunteers preferred. 3-5 years’ experience in related field preferred. Proficient in use of Microsoft Office products including Outlook, Word, Excel and PowerPoint.