

Health Promotion Specialist

William Paterson University seeks applications for a full time Health Promotion Specialist to work with the United for Prevention in Passaic County Coalition. The position is grant funded, renewable on an annual basis.

Responsibilities include, but are not limited to:

- Take the lead on managing all items related to marijuana prevention, policy and education
- Under the guidance of the Senior Health Promotion Specialist, coordinate and assist with the county-wide marijuana taskforce
- Utilizing a toolkit, implement an evidenced-based curriculum on marijuana and over-the-counter medications throughout the county
- Establish strong relationships with schools, human service agencies, community groups and local municipal alliances.
- Represent the coalition at health fairs, professional meetings, taskforce meetings and statewide meetings
- Manage, maintain and promote the resources and projects available on the coalition website
- Oversee and manage students working on research projects and social media posts
- Provide awareness and education on mental health and substance use disorder screening tools
- Increase awareness of issues related to COVID-19 for persons with substance use disorders and mental health
- Coordinate and implement a county-wide youth survey that will measure the impact of COVID-19 isolation
- Maintain proper records, prepare monthly and annual evaluation reports as required by funding agencies
- Participate in trainings as identified by the funding agencies
- Provide assistance and support at all quarterly coalition meetings, monthly team meetings and county-wide community trainings
- Contribute to current and emerging coalition issues, events, and priorities as directed by coalition management

Requirements:

- Bachelor's degree in Health Education, Public Health or closely related field
- Experience with community-level projects
- Understanding of the Strategic Prevention Framework (SPF) and population-level change strategies
- Knowledge and experience with substance use prevention programming and coalition work
- Excellent presentation, written and verbal communication skills
- Exceptional computer and social media skills
- Well organized and adaptable, with attention to detail and creativity
- Experience and competencies in working in a multiracial, multicultural environment
- Must be able to exercise independent judgment and, at times, work with minimal supervision.

- Must possess a valid driver's license for work related travel
- Must be available to work a flexible schedule when required
- CHES or CPS certification strongly preferred

Interested candidates should send letter of application, accompanied by a current resume and three professional references to Sherrine Schuldt at [schulds@wpunj.edu](mailto:schuldts@wpunj.edu) or via mail to William Paterson University, 300 Pompton Road, Wayne, NJ 07470. Electronic submissions preferred.

Review of applicants will begin immediately and continue until the position is filled.

About William Paterson:

William Paterson University is one of the most diverse public university in New Jersey. As a longstanding member of the Hispanic Association of Colleges and Universities (HACU), we have been designated by the US Department of Education as a Hispanic-Serving Institution. William Paterson University is also proud to be designated as a NASA MSI (Minority Serving Institution). The University offers more than 250 undergraduate and graduate academic programs that range from liberal arts and sciences to pre-professional and professional programs; it enrolls over 9,000 students from across the country and from over 40 nations. The University is situated on a beautiful, 380-acre suburban campus in Wayne, New Jersey, just twenty miles west of New York City. For additional information about the University visit our website at www.wpunj.edu.

William Paterson University is dedicated to providing equal opportunities and equal access to all individuals regardless of race or ethnicity, sex/gender (including pregnancy), gender identity or expression, sexual orientation, age, disability, genetic information, marital status, civil union status, familial status, religion, national origin or citizenship, military service status, or any other category protected by law. William Paterson University does not discriminate on the basis of any category stated above or as prohibited by applicable law. Individuals from historically underrepresented backgrounds are encouraged to apply.