

SUBSTANCE USE PREVENTION PROGRAM COORDINATOR

The Town of Westwood is seeking a collaborative, community-focused professional to join our team as Substance Use Prevention (SUP) Program Coordinator. The position offers an opportunity to make a meaningful impact in reducing substance use among youth and promoting positive health and wellness in the Westwood community. This position is funded through the federal Drug-Free Communities (DFC) Support Program, administered by the Center for Disease Control and the Office of National Drug Control Policy, and supports the Town's multi-year youth substance use prevention strategy.

Westwood Cares is a community coalition, consisting of representatives from twelve community sectors working together to strengthen protective factors, reduce risk factors, and advance evidence-based prevention strategies to prevent and reduce youth substance misuse. The SUP Program Coordinator will support the efforts of the Westwood Cares community coalition, managing day-to-day coalition operations, coordinating sector representatives, facilitating meetings and workgroups, and ensuring alignment with DFC requirements and nationally recognized prevention frameworks.

The successful candidate will demonstrate excellent customer service, independent judgment, sensitivity, and will maintain effective working relationships with town and school employees and external partners. Occasional evening and weekend hours are required to support coalition meetings, youth advisory groups, community events, and regional/state trainings.

Duties include but are not limited to the following:

- Coordinates and supports representatives from the 12 community sectors and facilitates sector-specific workgroups (policy team, communications team, youth advisory group).
- Actively promotes awareness and understanding of Westwood's substance use prevention efforts through coalition branding, communications, presentations, training, social media, print media, public awareness campaigns and other outreach.
- Conducts surveys and focus groups to evaluate current policies, practices and systems. Collects, organizes, and maintains program data required for DFC reporting, community assessment, and evaluation.
- Researches best practices and innovative or emerging techniques for substance use prevention and integrates information into practices. Utilizes nationally recognized prevention frameworks, including the Strategic Prevention Framework (SPF) and other evidence-based models.
- Provides outreach to town agencies, volunteers and community partners about upcoming trainings, activities and events related to substance use prevention. Builds and maintains strategic partnerships to increase coalition capacity and community engagement.
- Connects residents to substance use assessment, treatment and recovery support services. Provides information and referrals; does not perform clinical assessments.

- Coordinates grant-funded prevention initiatives, prepares required materials, submits programmatic and fiscal reports, monitors compliance, and documents progress for state and federal agencies and other funders.
- Ensures alignment with DFC grant requirements and federal reporting standards.
- Prepares, types, and proofreads reports consistent with Town standards.
- Demonstrates sensitivity, empathy, understanding and respect for all Town employees, residents and visitors.
- Prevents dissemination of sensitive information and adheres to Town policies, procedures, and ordinances.
- Participates in regional and national prevention trainings, including CADCA and NC-8.
- Delivers exemplary customer service and helps foster a responsive and collaborative workplace culture.

Qualifications and experience:

- Bachelor's degree in Public Health, Social Work, or related field; master's preferred.
- 3 - 5 years of experience in prevention and/or public health.
- Strong organizational skills and ability to prioritize and multi-task.
- Ability to clearly explain complex information both verbally and in writing.
- Knowledge of the social determinants of health and a commitment to social justice, racial and health equity.
- Experience working with diverse community populations.
- Proficiency with Microsoft Office applications.

Why Westwood:

- Competitive Compensation: Starting salary range of \$75,000 - \$81,000 DOQ. Robust benefits package.
- Flexibility and Balance: 40-hour-per-week position with generous paid time off, and a strong organizational commitment to work-life integration. Some remote work possible.
- Investment in your growth: Employees are actively supported and encouraged to pursue professional development, continued education, certifications, and training opportunities.
- Meaningful Work: Play a significant role in supporting the health and welfare of individuals who are a valued part of the Westwood community.
- Whole-Person Focus: At all levels of the organization, we value and support the full well-being of our employees, not just the work they produce.
- Collaborative Culture: Work alongside a supportive, team-oriented staff with opportunities to contribute to cross-departmental initiatives and tackle complex challenges together.

To Apply: Please visit <https://www.westwoodma.gov> and click on "Jobs". Submissions due by September 14, 2026. For full consideration, please include a resume and cover letter.