



Prevention Project Manager

Status: Full time

Compensation: \$52,000 - \$60,000 per annum, commensurate with experience

Location: Somerset County, NJ

Reports To: Director of Prevention & Mental Wellbeing

About CiC for Prevention and Recovery

CiC for Prevention and Recovery is a nationally recognized nonprofit organization dedicated to strengthening communities through evidence-based substance use prevention, mental health education, harm reduction, and recovery support services. Serving Somerset County and surrounding communities, CiC empowers youth, families, and individuals to build healthier lives in stigma-free communities.

Position Summary

The Prevention Project Manager supports the implementation of substance use prevention and youth wellness programming across schools and community settings. This role coordinates and manages grant-funded prevention initiatives and includes direct engagement with youth from elementary through high school, community outreach, program coordination, data tracking, and partnership development.

The ideal candidate is energetic, organized, comfortable working with youth of all ages, and passionate about prevention and mental wellness.

Key Responsibilities

- **Youth Prevention Programming**

Facilitate evidence-based prevention and social-emotional learning (SEL) programming for elementary, middle, and high school students in school and community settings.

- **Prevention Education & Community Outreach**

Deliver age-appropriate educational presentations and assist with outreach events, tabling opportunities, and community engagement activities.

- **Grant & Project Management**

Serve as project lead for prevention-related grants, ensuring alignment with goals, timelines, and reporting requirements. Monitor progress and support continuous quality improvement.

- **Program Coordination**

Support day-to-day coordination of prevention programs, including scheduling, communication with partners, supply preparation, and program logistics.

- **Data & Reporting Support**

Maintain program records, attendance tracking, surveys, and basic reporting requirements for grants and funders.

- **Partnership Support**

Maintain positive working relationships with schools, afterschool programs, and community partners.

Qualifications

- Bachelor's Degree in education, public health, counseling, social sciences, or a related field
- 2–4 years of relevant experience
- Experience working with youth across all ages and facilitating groups
- Experience in the nonprofit field preferred
- Experience with grant management a plus
- Demonstrated ability to communicate effectively and build productive relationships with diverse stakeholders.
- Strong organizational and presentation skills.
- Valid driver's license and reliable transportation required.
- Comfortable speaking in classroom and community settings
- Ability to work independently and collaboratively
- Proficiency with Microsoft Office and basic data tracking
- Occasional evening and weekend availability required
- Spanish-speaking ability a plus, but not required

Equal Opportunity Employer

CiC for Prevention and Recovery is committed to creating an inclusive workplace that values diversity of backgrounds, experiences, and perspectives. We encourage candidates of all backgrounds to apply.

To apply, email Susan Visser: visser@communityincrisis.org