



Job Description: Lead Data Coordinator/Epidemiologist (Full-Time, Grant Funded)

The Police Activities League of Massena (formerly Boys & Girls Club) has been serving the youth of our community since 2013, providing a positive place to go, results-oriented programming and a professional staff to guide them. We have an immediate opening for Lead Data Coordinator/Epidemiologist.

Description of duties and responsibilities: The Lead Data Coordinator will assist the Project Director to guide partnerships for success project evaluation and monitor the implementation of activities. In addition to tracking progress toward meeting project objectives, ongoing assessment will demonstrate how and to what extent Partnerships for Success initiatives produce positive outcomes. This individual will assist to identify risks and reduce the occurrence of local negative health outcomes through ongoing research and data-driven community education and applicable policy review. The lead data coordinator will coordinate data collection and analysis, as well as assist to input required Strategic Prevention Framework-Partnerships for Success information into the SPARS system. This individual will enable personnel and local partners to characterize and monitor efforts to address prevention needs within the community. On a day-to-day basis, they will guide youth program staff and participate in activities to ensure the application of data-driven decision making throughout the project. Overall, the lead data coordinator will support staff and work teams to assess the extent of alcohol and substance use within the targeted populations and explore strategies to minimize determinants of local conditions.

Qualifications for position: This individual would ideally have had training and previous experience in public health models to assist project staff to investigate patterns and causes of early onset and the progression of injurious substance use among youth and the general community population. This individual must be a strong communicator, capable of functioning in a variety of settings (including schools, community-based organizations, and the community at large), and be able to communicate complex issues to individuals not from a prevention or addictions background.

Education: High School or GED Equivalent Required, Bachelors/Masters Degree preferred in Community Health, Public Health & Human Services, or similar degree from an Accredited University. Or 3+ years of relevant working career experience.

Skills and knowledge required: Knowledgeable concerning environmental strategies for shaping population level change. Experience Building and analyzing surveys, with policy change and enforcement efforts to reduce underage drinking, youth marijuana use and trends, and e-cigarettes use.

Amount of travel and any other special conditions or requirements: Travel to required grantee meetings, relevant conferences and trainings, and as needed to monitor and assess the proposed project activities.

Requirements: Upon hiring, the candidate must be able to successfully pass a background check and provide three professional references.

Supervisory relationships: Reports directly to the Project Director



Job Type: Full-time, 40 hours per week

Pay: \$40,000 per year*

*The Massena PAL Lead Data Coordinator position, is a federally grant funded position for 5 years and is subject to the availability of the annual grant award cycle.

To Apply: Email current resume, with cover letter and responses to the questions below to: Director@MassenaPAL.com

Please submit the following with your resume and cover letter: To assist you and the search committee in discerning the best match for the position, please attach responses to these three questions along with your resume for consideration. Candidates without responses will not be considered.

1. What do you feel are your three most valuable traits in relation to this position?
2. What has been your favorite job and why?
3. Why would you like to work for the Police Activities League of Massena?

Review of applications and interviews will be ongoing, until position is filled.

Equal Opportunity Employer