



# COMPASS MARK

SCIENCE-BASED ADDICTION PREVENTION

## JOB ANNOUNCEMENT

**JOB TITLE:** Program Manager, School Programs – Lancaster County  
**REPORTS TO:** Director of Programs  
**STATUS:** Full-Time, Exempt  
**SUPERVISION:** 1-2 FT Prevention Specialists and 6-10 Program Facilitators  
**OPEN UNTIL:** Position is Filled

*Compass Mark is a non-profit organization founded in 1966 with a mission to prevent addiction through education, skill-building, and community mobilization. Serving Lancaster, Lebanon, and Chester Counties, Compass Mark provides a wide range of science-based prevention programs designed to guide and empower all people toward healthy, fulfilling lives free from addiction.*

### SUMMARY DESCRIPTION:

The Program Manager is responsible for the development, implementation, and evaluation of Compass Mark's school-based prevention programs in Lancaster County. They serve a key role in building and sustaining community partnerships to support successful program delivery and are a primary point of contact for stakeholders throughout the county. The Program Manager also provides day-to-day management of the Lancaster County office, including supervision of program staff and involvement on Compass Mark's Leadership Team. The Program Manager is directly responsible for the successful planning and execution of prevention program goals, in addition to monitoring outcomes and supporting direct program implementation as needed.

### PRIMARY RESPONSIBILITIES:

1. Maintains a high level of fluency with all Compass Mark school prevention curricula, as well as up-to-date knowledge on prevention research and best practices.
2. Regularly evaluates current substance use and gambling trends among children, youth, and adults in the community. In collaboration with internal and external stakeholders, plans for and implements effective prevention programs to respond to identified needs.
3. Builds strong relationships with schools, community agencies, and other interested partners to understand their addiction prevention needs and market Compass Mark programs as appropriate. Procures and negotiates Memorandum of Understanding agreements for prevention services with schools and community partners.
4. Works directly with students to enhance their development of healthy decision-making, coping and leadership skills, including direct facilitation of Compass Mark programming as required.
5. Actively monitors and evaluates the implementation of Compass Mark's prevention programs throughout the County, ensuring they are delivered with fidelity and according to established program standards and organizational policy and procedure.
6. Provides direct supervision of assigned Prevention Specialists and Program Facilitators, ensuring they receive necessary support, guidance, and problem-solving assistance. This includes ongoing coaching, establishment of individual and program goals, and provision of an annual evaluation of work performance.
7. Identifies appropriate training and professional development opportunities for assigned staff, actively supporting their continued learning and development within the organization.
8. Ensures the safety of all children and reports incidents as required under mandated reporter and critical incident protocol.

9. Creates and implements a master facilitation schedule for all school prevention programs, utilizing available staff resources and providing effective management and tracking of service goals.
10. Attends community events and provider meetings as an ambassador of Compass Mark, facilitating the dissemination of substance use and gambling prevention resources throughout the community.
11. Delivers high-quality speaking engagements and other informational presentations as requested by school and community partners.
12. Actively participates on Compass Mark's Leadership Team, providing input into organizational and program-specific decisions. This includes assuming a leadership role on special projects and initiatives as assigned.
13. Prepares and submits, in collaboration with the Director of Programs, an annual program work statement to county stakeholders.
14. Serves as a key liaison with program stakeholders and funders, providing timely communication throughout the year regarding program successes and challenges.
15. Develops and submits a monthly program activity report to Director of Programs and works collaboratively with the Director of Programs to continually evaluate the quality of services delivered and progress towards contract goals.
16. Assists with the development of program budgets and prepares documents or reports as necessary to support the monthly invoice process.
17. Guides, directs, and participates in the recruitment, evaluation, and onboarding of new staff within assigned program areas.
18. Monitors the timely entry of program service data into state databases, and manages the process for collecting and recording program outcomes to ensure accurate monthly and year-end reporting to stakeholders.
19. Supports the mission of Compass Mark in the community and adheres to the agency's core values.

## **REQUIRED QUALIFICATIONS**

**Education & Skills:** Bachelor's degree in Education or a Human Services discipline. Minimum 2 years of experience working with students in a school or community-based setting, or any combination of education, training and experience that demonstrates the ability to perform the duties of the position. Excellent verbal and written communication skills including proven ability to build professional rapport with children/adolescents. Minimum 2 years of supervisory or program management experience is preferred. Must have a working knowledge of software programs including MS Office (Outlook, Word, Excel, & PowerPoint).

**Qualities:** Excellent problem solver and ability to work independently. Strong organizational skills and capacity to manage multiple projects; Must be flexible and capable of working in fast-moving yet at times ambiguous community context, while maintaining focus on clear solutions; Ability to work in a multicultural and diverse environment utilizing collaborative and team-oriented approaches; Commitment to high professional ethical standards.

**Language & Reasoning:** Ability to read, analyze, and interpret information. Ability to communicate clearly and effectively, including being able to create written reports and respond to questions. Ability to solve practical problems and interpret a variety of instructions in written and oral form.

**Travel:** Employee must have a willingness to travel and access to reliable transportation. The employee must also possess a valid driver's license and required vehicle insurance.

**Work Environment and Physical Demands:** The employee is frequently required to stand, walk, sit and reach with hands and arms. Must be able to move about the office to access files and equipment, and

operate a telephone, mouse, and keyboard. The employee must be able to occasionally lift and/or move up to 25 pounds. Other abilities required include the ability to adjust focus, concentrate for extended periods of time, and talk and hear. The noise level in the work environment is usually moderate.

## **EMPLOYEE BENEFITS**

Compass Mark offers a competitive benefit package for all full-time employees including health insurance, term life insurance, paid time off, paid holidays, tuition reimbursement, a generous 401k retirement plan, and much more!

### ***Equal Opportunity Employer***

***All qualified applicants will receive consideration for employment without regard to race, color, religion, genetic information, national origin, sex, pregnancy, childbirth, or related medical conditions, age, disability, citizenship status, uniform service member status, sexual orientation, familial status, gender and gender identity, and any other protected class under federal, state, or local law.***

***Compass Mark values diversity and desires applications from diverse individuals.***

## **TO APPLY**

Email a cover letter and resumé to Staci Strauss, Program Assistant, at [sstrauss@compassmark.org](mailto:sstrauss@compassmark.org). No phone calls, please.