



Position Title: Technical Assistance Specialist

Reports To: Associate Project Director, Associate Executive Director

FTE: 1.0, Full-Time, Exempt Position

Location: This is a remote position. California-based candidates are encouraged to apply due to service location.

The Center for Applied Research Solutions (CARS) is a California 501(c)(3) nonprofit dedicated to building capacity of the behavioral and public health field by promoting evidence-based practice and workforce development. CARS provides training, consultation, and resources for professional development to major initiatives in mental health and substance abuse. Our services support effective programs, policies, and practices at national, state, county, and local agencies, such as in state departments, and county administrations. Our team is committed to improving individual and community health and wellness through evidence-based and culturally responsive practices that address complex social problems and reduce health disparities. We support authentic community engagement, elevation of cultural expertise, and the use of community-defined effective practices. We integrate youth, family, and lived-experiences voices into service development, delivery, and leadership. In all our work, our mission is to foster safe, healthy, and engaged persons and communities.

Position Description: The Technical Assistance Specialist will provide training, consultation, and content development assistance across several California-based initiatives to support enhancement of the substance abuse prevention workforce. Initiative services promote planning and implementation of evidence-based, culturally responsive, sustainable prevention interventions. Priority project audiences include county prevention departments, community based-organizations, schools, community members, faith-based organizations, and other groups delivering prevention services.

The Technical Assistance Specialist will provide training and consultation services, plan and conduct listening sessions, and facilitate stakeholder meetings as appropriate. This individual will work collaboratively with team members to identify, design, and provide training and resources that respond to field needs. The field-facing position will contribute to identification of emerging field trends and topics and will identify and design relevant services for the field. This position will bring their content expertise to other CARS initiatives as time allows and opportunities arise.

ESSENTIAL FUNCTIONS

- Design and deliver field trainings and distance learning activities; create training content for dissemination
- Provide consultation in response to requestor needs
- Work collaboratively with team members to provide content development support for resource development

- Stay abreast of relevant substance abuse prevention trends; synthesize the latest research to be translated for field use
- Lead and facilitate internal and external meetings
- Design, moderate, and facilitate field meetings with prevention workforce, stakeholders, and partners
- Attend state and national conferences as appropriate
- Engage and support other CARS projects as needed
- Travel to provide onsite TA services and to attend meetings as needed
- Other duties as assigned

REQUIRED COMPETENCIES (Knowledge, Skills, Abilities)

The requirements listed below are representative of the knowledge, skills, and abilities required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

- Knowledge of prevention planning approaches and best practices
- Knowledge and understanding of county prevention structures and systems
- Expertise in foundational prevention concepts including the Strategic Prevention Framework (SPF), risk and protective factors, evidence-based prevention strategies and interventions, evaluation design and analysis
- Experience designing and leading focus groups, listening sessions, and/or large collaborative groups
- Knowledge and understanding of the social determinants of health (SDOH), health equity, and the relationship to substance use
- Commitment to diversity, equity, and inclusion, and ability to bring anti-racism lens to program development and outcome evaluation
- Excellent verbal, written, and interpersonal communication skills, including presentation, facilitation, and writing skills
- Demonstrated ability to work effectively with diverse and multi-cultural stakeholders and communities
- Experience with development and implementation of substance abuse prevention activities a plus

MINIMUM QUALIFICATIONS

- Advanced degree or postgraduate training or equivalent experience preferred
- California Prevention Specialist Certification a plus
- Minimum 7 years' experience in the substance abuse prevention field

CARS offers a small business environment and an excellent benefit package. CARS provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, or genetics. We strongly encourage and seek applications from people of color, including bilingual and bi-cultural individuals, as well as Veterans and people who identify as lesbian, gay, bisexual, queer, and/or transgender. Applicants with lived experience is highly valued.

Salary range: \$100,000.00-\$120,000 annually

To Apply: Submit a current resume and cover letter explaining your interest in the position. All materials should be sent electronically to carshr@cars-rp.org by **December 10, 2021**. This position will remain open until filled. No phone calls please. Thank you in advance for your interest.