



# Parents. The Anti-Drug

Bannockburn, Deerfield, Highland Park, Highwood, and Riverwoods

Dear Parent,

January, 2010

We have wonderful news to share with you! Last fall we applied to the Healthcare Foundation of Highland Park for money to advance the mission of *Parents. The Anti-Drug*. We are happy to report that we have been approved! Part of the funding will be used to sustain a part-time Substance Abuse Prevention Specialist for the group. Please find the job description below as well as necessary qualifications.

## Job Description

Substance Abuse Prevention Specialist  
District 113 Foundation - *Parents. The Anti-Drug*

## Background Information

The District 113 Education Foundation is a nonprofit organization dedicated to enhancing the educational programming of students who attend Deerfield and Highland Park High Schools. *Parents. The Anti-Drug* is a newly formed community based organization comprised of parents, local government and school officials, clergy and health providers. Its mission is to generate conversation and provide accurate information about alcohol, tobacco, and other drug use in Bannockburn, Deerfield, Highland Park, Highwood, and Riverwoods (the five communities that feed into District 113's two high schools).

To date, a very committed group of parents, school administrators, health providers, clergy, and government officials has been meeting regularly to create the content of emails that are sent to parents of students in District 113 and its feeder middle schools in both English and Spanish. These emails have contained facts about alcohol and drug use in our teen communities, health information, consequences (legal and school), tips about conversation starters and talking points, and resources parents can access for further support. We would like to continue to provide these email messages and expand our reach by employing a variety of other communication strategies, such as signage and other print media, "social" media, cable television, and public presentations. We also intend to work with teens to ensure we are sending messages they will hear.

Our local volunteers who form *Parents. The Anti-Drug* have coalesced into a well functioning group committed to this mission. However, they do not have the time or wherewithal to sustain the effort without outside assistance. To be most effective and to ensure our longevity, *Parents. The Anti-Drug* will retain the services of a substance abuse prevention specialist who is well-versed in these issues and can help "get out" our message. This individual would be retained by the group and be accountable to it. The position available would be contractual.

If you or someone you know are interested in this position, please forward your letter of intent and resume by February 15, 2010 to:

PTAD Search Committee  
c/o Prevention Services  
2645 Washington St. Suite 327  
Waukegan, IL 60085

*Parents. The Anti-Drug*



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**Job Title:** Substance Abuse Prevention Specialist

**Hours:** Approximately 20 per week.

**Salary:** Hourly wage—\$30.00 per hour, Contractual Position

**Supervisor:** *Parents. The Anti-Drug* Volunteer Board

**Job Responsibilities:**

- Work collaboratively with the volunteer Board to determine and implement prevention strategies in our communities.
- Create, implement and maintain communication campaigns that aim to prevent youth substance abuse by fostering a more informed adult and teen citizenry.
- Develop and implement progress monitoring strategies.
- Respond to inquiries regarding the mission of *Parents. The Anti-Drug*.
- Secure additional funds/grants that will subsidize future work.
- Report on programs and activities as required by secured grants.

**Skills and Abilities:**

- Skilled in substance abuse prevention
- Excellent interpersonal skills and ability to work with people from a variety of backgrounds
- Highly motivated and dependable; ability to work independently and take initiative
- Proficiency with communication, public relations and marketing strategies
- Proficiency with Microsoft Office suite; particularly Word and Publisher
- Excellent oral and written communication skills
- Excellent organizational skills

While not required, skills or experience in any of the following areas or activities is highly desirable:

- Fundraising
- Ability to speak/translate Spanish