



Job Title:	Prevention Coordinator – Certified Prevention Specialist		
Location:	Rutherford County		
Travel Required:	local and occasional regional travel	Position Type:	Full-time employee
Date posted:	June 26, 2026	Posting Expires	August 28, 2026 or until position is filled.
Please send questions, resumes, and 3 letters of recommendation to:			
E-mail: Kaysi Paul kpaul@pc4s.org Subject Line: Prevention Coordinator		Mail: Prevention Coalition for Success Attn: Kaysi Paul 630 Broadmor Blvd. Ste 130, Murfreesboro, TN 37129	
Job Description			
<p>This is a grant funded, full time employee position contingent on continued funding from the Tennessee Department of Mental Health and Substance Abuse Services (TDMHSAS).</p> <p>Essential roles, responsibilities and activities of the Prevention Coordinator:</p> <ul style="list-style-type: none"> • Facilitate and support work to prevent initial use of harmful and potentially lethal substances such as stimulants, opioids, prescription drugs, alcohol, tobacco, in youth and young adults. • Lead and facilitate youth as part of a youth coalition, including but not limited to scheduling and attending the youth coalition meetings, planning activities, and implementing the activities with the youth • Provide health education trainings in the schools • Develop public health communication material for print, social media, newsletters, email distribution, and other media outlets for public education, raising awareness, advocacy, and promotion of events related to prevention of substance abuse. • Responsible for ensuring compliance with grant funding paid media requirements and PC4S branding guidelines. • Maintain and improve technology used for distribution of public health material including PC4S social media, MailChimp and PC4S websites. • Implement the Strategic Prevention Framework, a public health framework to identify needs, implement evidence-based prevention activities, and evaluate activities appropriate for universal populations in Rutherford County. • Conduct or assist with conducting meetings and events open to the public to raise awareness, provide a forum for community discussion, and identify solutions to prevent substance misuse in Rutherford County. • Build relationships with community stakeholders to align goals related to substance abuse prevention. • Work in the community to implement activities including but not limited to organizing resource tables, participation in drug takeback events, and involvement with youth-focused activities. On occasion, working on weekends is required due to the timing of events. 			



<ul style="list-style-type: none"> Assist with preparing reports and participate in board meetings. Participate and lead other organization meetings. 			
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Qualifications and Knowledge

- When eligible, obtain the Prevention Specialist certification from the Tennessee Certification Board. More information about this certificate can be found here: <https://www.tncertification.org/certification>
- Knowledge of health communication methods, public health, prevention science, and community resources.
- Establish and maintain effective working relationships with a diverse group of other employees, program participants, stakeholders, and community agencies.
- Skilled in operation computer equipment, applicable software packages, and general office machines.
- Self-motivated, good time-management skills, flexible, and excellent problem-solving abilities.
- Communicate clearly and concisely, both orally and in writing and skilled in communicating with all types of people in a wide variety of situations
- Deal effectively with situations that require tact and diplomacy.
- Deal effectively with sensitive and confidential information.
- Other job duties as assigned.
- This position is full time, non-exempt at 40 hours per week at PC4S location in Murfreesboro.
- Occasional work on weekends or after normal business hours will be required.
- A background check will be conducted and references will be contacted.
- Drug screening is required in compliance with the TN Drug Free Workplace Program

Education Requirements:

- Bachelor’s degree preferred but will consider experience with an Associate Degree, high school diploma, or General Educational Development (GED) (HiSET), and
- Skilled or ability to learn operation of computer equipment, applicable software packages, and general office equipment. Needed computer skills include Microsoft Office (Word, Excel, PowerPoint, Outlook).

Compensation:

- Hourly rate is commensurate to experience and availability of grant funds
- Paid time off starting at 15 days prorated in the first year of employment and 16 paid holidays



<ul style="list-style-type: none"> • Health and medical expenses reimbursement at \$200/month through a Health Reimbursement Arrangement • Retirement benefits via a 401K plan through PC4S' payroll provider will be available 			
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About the Prevention Coalition for Success:

The mission of the Prevention Coalition for Success (PC4S) is connecting and empowering communities through education and advocacy to sustainably improve mental health and prevent substance misuse. PC4S is a non-profit 501(c)3 organization located in Rutherford County, Tennessee. PC4S is a drug-free workplace.

Diversity, Equity, and Inclusion:

PC4S is committed to the diversity and inclusion within our coalition that is necessary in our work towards health equity for those we serve. Substance misuse and addiction impact individuals from all walks of life. We recognize that complex community and societal level factors including racism, discrimination, poverty, stigma, trauma, and other social determinants create inequitable risk factors. PC4S connects our communities to implement environmental change strategies to eliminate these inequities and improve quality of life for Rutherford County.

We seek to create a team with different backgrounds and a range of experiences to best serve our diverse community.

Title VI and Non-discrimination:

PC4S adheres to Title VI and other non-discrimination practices. PC4S does not discriminate on the basis of race, sex, religion, color, national or ethnic origin, age, disability, or military service in its policies, employment, programs, services, or activities. PC4S is compliant with Title VI of the Civil Rights Act of 1964 which states "No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance."