



Please join the Prevention Coalition of Mercer County as an intern! PCMC is a group of stakeholders in a community who are interested in keeping communities healthy, safe, and responsible. These stakeholders, called Sector Representatives, represent many aspects of the community such as education, medicine, youth, parents, businesses, law enforcement, media, civic groups, and more. We aim to create environmental changes that forward substance use prevention, create or enhance protective factors, and reduce risk factors affecting our youth, and other members of the communities. We encourage creativity and collaboration in forwarding our goals. We use a Strategic Framework (SPF) to measure and work with the assessment, capacity, planning, implementation, and evaluation of programs.

Position Title: PCMC intern

Core Responsibilities:

- Compiling survey data and entry for evaluation
- Research on local ordinances (including municipalities, schools, and more) and laws about substances, penalties, their governing bodies, and proposed changes
- Environmental evaluation with our youth group to determine what is "out there"- what customers are seeing and how products are being marketed
- Social media input, primarily for our youth and coalition including creating content for Instagram and Facebook posts, links to articles, and blogs in coordination with our Agency public relations department
- Creative input on programs to reach specific groups or discuss specific substances or other issues
- Promote resources for recovery and treatment, including the assembly and process of our START packets
- Input on changes that can be made on our handouts and resources, Prevention Hub and START Packets, including follow-up on links and contacts
- Tabling and outreach to the community to promote the Coalition or Council events and programs
- Coordinating and participating on service programs with our youth or coalition at large updating and maintaining mailing lists and contact information for coalition members and contacts
- Assisting with the agenda and meeting structure for the monthly coalition meetings

Other Perks: On the job training that will assist the intern with completing their hours for a New Jersey Certified Prevention Specialist



Essential Qualifications:

- Minimum of completing a Bachelor's degree or Master's degree (in their last year) in a related field like: Public Health, Public Administration, Prevention, Research, Statistics, Psychology, Social Work, or Education.
- Confidence with using social media, blogging, Microsoft Software, Youtube, Google Workspace.
- Have a thorough understanding of project objectives and goals, ensuring all team members have the resources needed to complete and deadlines can be met.
- Highly organized, excellent follow through, good initiative, good interpersonal skills.

Preferred Qualifications:

- Bilingual candidates will be preferred (Spanish, Polish, Hindi, Urdu, Arabic, French).
- Bicultural and all gender candidates are encouraged to apply.
- Knowledge of Mercer County resources and providers is helpful.

Application Process:

For more details or to submit a resume, job application (on website), and short cover letter, please send an email with attachments to jobs@mercercouncil.org