



Windham County Prevention Partnership (WCPP)

Community Assessment Specialist (Part-Time, 15–20 Hours/Week)

Position Summary

The Windham County Prevention Partnership (WCPP) is seeking a motivated and detail-oriented **Community Assessment Specialist** to support the implementation of the Substance Abuse and Mental Health Services Administration (SAMHSA) Strategic Prevention Framework for Prescription Drugs (SPF Rx) Supplemental Grant. This position plays a key role in collecting, analyzing, and interpreting community data to inform prevention planning, identify emerging trends, and strengthen partnerships across Windham County. The position is primarily in-person and requires regular travel throughout the county.

Responsibilities

- Build and maintain relationships with key community partners, including:
 - Schools and school districts
 - Healthcare providers and pharmacies
 - Emergency Departments and medical professionals
 - Law enforcement agencies
 - Community organizations and prevention partners
- Schedule and facilitate meetings, interviews, and focus groups to gather qualitative and quantitative community assessment data.
- Work closely with the WCPP Data Analyst to analyze local, regional, and state data related to substance use, prescription drug misuse, mental health, and protective factors.
- Assist in identifying emerging trends, risk and protective factors, service gaps, and community needs.
- Support the development of community needs assessments, data summaries, logic models, and reports for grant planning and evaluation.
- Prepare presentations and data summaries for coalition meetings, community stakeholders, and funding agencies.
- Collaborate with coalition staff to ensure assessment findings inform prevention strategies and implementation plans.
- Participate in WCPP coalition meetings, workgroups, and partner meetings throughout Windham County.
- Maintain accurate records and documentation to support grant reporting requirements.
- Assist with other SPF Rx grant activities as assigned.

Qualifications

- Bachelor's degree in public health, social sciences, education, psychology, criminal justice, data science, or a related field preferred (relevant experience may substitute).
- Experience working with community organizations, healthcare systems, schools, or public agencies preferred.
- Strong analytical and critical thinking skills with the ability to interpret data and identify trends.
- Experience with Microsoft Excel and familiarity with data visualization or reporting tools is preferred.
- Excellent written and verbal communication skills.
- Strong organizational skills and attention to detail.
- Ability to work independently while collaborating effectively with multiple partners.
- Reliable transportation and willingness to travel throughout Windham County.

Preferred Skills

- Knowledge of substance use prevention, public health, and/or the Strategic Prevention Framework (SPF).
- Experience conducting interviews, focus groups, or community assessments.
- Experience working with diverse community stakeholders and facilitating collaborative discussions.
- Understanding of rural community health challenges and prevention systems.

Work Schedule & Compensation

- **Part-Time:** 15–20 hours per week
- **Location:** Primarily in-person throughout Windham County with occasional virtual meetings
- **Travel:** Regular local travel required to partner agencies, schools, healthcare providers, law enforcement, and community meetings
- **Compensation:** Hourly wage \$22-24/hr.

About WCPP

The Windham County Prevention Partnership (WCPP) is a countywide collaboration working to reduce substance misuse and strengthen protective factors through evidence-based prevention strategies, cross-sector partnerships, and community-driven solutions.