

WASHINGTON REGIONAL ALCOHOL PROGRAM (WRAP) PROGRAM MANAGER POSITION

Founded in 1982, the Washington Regional Alcohol Program is an award-winning public-private partnership working to prevent drunk driving and underage drinking in the Washington-metropolitan area. Through public education, innovative health education programs and advocacy, WRAP is credited with keeping the metro-Washington area's alcohol-related traffic deaths historically lower than the national average. WRAP, however, may best be known to area residents via the organization's popular free safe ride service to prevent drunk driving, SoberRide®.

Programs and services provided by WRAP include the nonprofit's (501[c][3]) Alcohol Awareness for Students, Youth Safety Events, Moment of Silence, Safe And Vital Employees, SoberRide® as well as its annual Law Enforcement Awards of Excellence for Impaired Driving Prevention. For more information visit, www.wrap.org.

The Program Manager is responsible for managing, planning, implementing and evaluating WRAP's acclaimed programmatic outreach initiatives. Duties include directing the organization's: school, workplace and community educational programs including related publications and products; law enforcement award initiatives; data collection publications; and management of the organization's SoberRide® program. In addition, WRAP's Program Manager is responsible for the nonprofit's marketing and media outreach duties pertaining to the WRAP's programs.

Duties include:

- **SOBERRIDE®**
Responsible for coordinating of WRAP's award-winning SoberRide® program including but not limited to interacting with rideshare provider, establishing of fiscal and chronological parameters of individual SoberRide® campaigns, producing and disseminating campaign materials as well as investigating and addressing any SoberRide concerns or complaints.
- **PRESENTATIONS**
Presenting and evaluating age/audience appropriate educational programs at schools (Alcohol Awareness for Students) and workplaces including businesses and military facilities (Safe And Vital Employees) and regularly conducting comprehensive program evaluation.
- **YOUTH SAFETY EVENTS**
Promoting program to local high schools, securing and collaborating with partner participants, coordinating event in local area high schools and regularly conducting comprehensive program evaluation.
- **LAW ENFORCEMENT AWARDS**
Annually held each winter and in tandem with WRAP's Holiday SoberRide® kick-off. Responsible for securing co-host law enforcement agency, securing nominee requests from area police jurisdictions, writing nominee biographies and coordinating the award ceremony.
- **"HOW SAFE ARE OUR ROADS? REPORT"**
This annual highway safety report is contracted out (customarily to the Metropolitan Washington Council of Governments [COG]) however duties include coordinating with COG, revising the contract and editing the report.
- **COORDINATE ANNUAL "YOUTH" AND "CORPORATE GUIDES"**
GEICO customarily designs such for WRAP however Program Manager is responsible for updating statistics in the annual publications, editing once changes are made and dissemination of final products. Statistics for these print materials come from both WRAP's annual "How Safe Are Our Roads?" report and NHTSA.

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- **MOMENT OF SILENCE**
Responsible for annual spring outreach to high schools commemorating the worst drunk driving crash in U.S. history.
- **PRINT MATERIALS**
Responsible for WRAP brochure, Alcohol Awareness for Students brochure and SoberRide® educational brochure updates when needed.
- **QUARTERLY REPORTS**
Quarterly reports are written as update to WRAP’s Board members and public partners.
- **MONTHLY PROGRAM REPORTS**
Monthly report (sectional from larger quarterly report) given to WRAP’s public partners.
- **COALITIONS**
Represent WRAP in local coalitions including but not limited to: Keeping It Safe – Under 21 Alcohol Prevention Coalition (Montgomery County); Prince William County Prevention Alliance Coalition; and Inova Trauma Prevention Coalition (Fairfax County), amongst others.
- **HEALTH FAIRS**
Represent WRAP at health fairs and youth events.
- **WEBSITE UPDATING / NEWS RELEASES**
Regularly update WRAP’s websites (**wrap.org** and **SoberRide.com**) to reflect organization’s programming news and events inclusive of regularly preparing WRAP news releases on the same.
- **WRAP BOARD MEETINGS**
Attend and present Program Updates at WRAP Board meetings.

Position reports directly to WRAP’s President & CEO.

Compensation: Full-time (37.5-hour, flextime workweek) position offering a salary commensurate with experience including a competitive benefits package, free parking, non-smoking environment in Tysons office setting and a position on a small but energetic, winning team.

Travel: Candidates must have valid REAL ID driver’s license and reliable transportation to fulfill organization’s programmatic presentations which – during the busier parts of the school year – put Program Manager out of the office as much as 80% of the workweek.

Qualifications: Include a minimum of: a BS/BA degree in health education, communications or related degree; minimum two years of experience in developing, implementing, marketing and evaluating progressive public health programs or services; familiarity with nonprofit organizations including: committee management; demonstrated communications experience; and Microsoft Office proficiency. Candidates should additionally have proven experience in: public speaking; meeting deadlines; implementing and supervising several programs simultaneously; and maximizing volunteer resources. WordPress proficiency is highly desirable.

► **How to Apply:** Submit PDFs (only) of detailed resume and cover letter identifying salary requirements by November 20, 2020 in confidence to wrap@wrap.org. No phone calls, please.

(This job description does not imply that the stated requirements are the only expectations for the position. Incumbents are expected to perform any other duties that may be assigned. WRAP has the right to revise this job description at any time. WRAP is an “at will” employer and as such, this job description does not constitute any form of contractual agreement with WRAP. WRAP may not respond to all applications and unsolicited phone calls or emails may not be returned. WRAP is an Equal Opportunity Employer.)