



“For more than 40 years dedicated to building healthy families and communities.”

JOB OPENING:

Do you have a passion for public health and prevention? Are you interested in creating lasting community level change? The Center for Prevention and Counseling is looking for someone who communicates well, learns quickly, and has experience working with community and school based initiatives. The ideal candidate will be able to adapt quickly to changing environments and be able to multi-task while staying organized.

General Summary: The Full Time Coalition Coordinator is responsible for planning, implementing, and evaluating activities associated with the Coalition to include providing: General oversight for coalition activities and associated projects; all grant reporting; and technical assistance to local/regional coalitions and partnerships that focus on substance use prevention. The Coordinator will work to develop and implement strategies that will lead to long-term involvement of community institutions, organizations and individuals in health promotion, assessment, and evaluation activities.

Essential Job Functions:

- Coordination of a community-based coalition
- Recruit and maintain a diverse coalition membership with local and state partners through in-person and virtual activities
- Continually broaden expertise in the area of substance use disorder with a focus on environmental strategies
- Represent the Coalition through professional associates locally, statewide and nationally
- Assist coalition members in conducting annual strategic planning and guide the Coalition to develop a comprehensive action plan
- Develop and implement data collection methods, tools, and evaluation measures for coalition activities and associated projects in conjunction with coalition members
- Coordinate and facilitate coalition meetings and communicate effectively with members to promote collaboration, negotiation, and problem solving
- Develop marketing and media materials, campaigns associated with coalition and community partners
- Continuously evaluate coalition effectiveness and coalition strategic plan
- Coordinate (minimally) monthly coalition/task force meetings based upon Coalition’s annual strategic schedule (produce agenda/minutes/coordinate follow-up tasks)
- Ensure current data and community trends are collected, analyzed, and utilized for coalition efforts, including the creation of and updating of the logic model and action plans
- Promote coalition platforms via press releases, advertising, media, fliers, community events, and other means deemed beneficial for increasing awareness

- Conduct/coordinate parent, youth, and community presentations on substance abuse topics as needed on behalf of the Coalition
- Manage special projects for the Coalition and Agency.

Knowledge, Skills and Abilities:

- Foundation of ATOD knowledge regarding evidence based prevention and treatment
- Excellent verbal communication skills including one-on-one, public speaking and informative presentations
- Excellent written communication skills, including ability to contribute to newsletters, curriculum development and grant applications
- Responsible, dependable, takes initiative and always strives to exceed expectations
- Ability to work well independently, as part of a team, and in diverse professional and community environments
- Must be able to attend evening and weekend meetings/events as needed and directed by Agency
- Proficiency in Microsoft Office programs

Education and Experience:

FT- Bachelor's Degree required, preferred in the fields of Human Services, Public Health or Community Health. ATOD prevention experience preferred. Must begin to obtain certification as a Prevention Specialist (CPS) once hired, E.O.E., reliable transportation required. Criminal background check conducted. Salary based on experience and qualifications. No phone calls in regards to this position, must send resume to Tina@centerforprevention.org