



Coalition Coordination Job Description

Position: Coalition Coordinator

Reports To: Executive Director (job performance) and Coalition Chair (progress on coalition plan)

Supervision: Bi-weekly (Executive Director) and monthly (Coalition Chair)

Job Type: Full-time with flexible hours; work may occur on evenings and weekends

Compensation: Competitive salary and benefits including: a) full time paid vacation, sick and holidays; b) the offer of medical and dental benefits; and c) a retirement savings plan that may include employer match

Career Pathway: Increasing responsibilities as project scales, addresses additional priority substances, or adds additional evidence-based strategies; opportunities for upward mobility in organization

Essential Duties

- Planning, implementing, and evaluation activities associated with community substance abuse prevention coalition
- General oversight of coalition activities and associated projects
- Coordination of all coalition resources and partnerships
- Grant development, submission, management, and reporting
- Technical assistance and capacity building to local coalition partners
- Volunteer recruitment, training, coordination and management
- Develop effective prevention and health promotion strategies that will lead to long-term involvement of community institutions, organizations, and individuals in health promotion and substance abuse prevention leading to reductions in substance abuse rates in the community

Education & Credentials: Masters' degree and at least one year relevant experience in public health or related field such as health education, administration, policy/planning, or in community/organizational psychology; or bachelor's degree and at least three years of experience in managing or coordinating a community-based public health or voluntary health-related agency Good standing as a Certified Prevention Specialists (CPS) or commitment and action plan to secure CPS within 12 months of employment Evidence of recent and ongoing professional development and/or education on topic relevant to health promotion and prevention field

Competencies & Knowledge: Training and mastery of facts and range of information in subject matter areas such as:

Mastery of basic prevention concepts and relevant models such as:

- Fundamental mechanisms of addiction and recovery – including impact on the brain for alcohol, tobacco, and other drugs (ATOD)
- Strategic Prevention Framework
- Social Development Model
- Asset Development Model
- Social Influence and Social Learning Model



- Public Health Model
- Community-Specific Action Approach
- Risk and Protective Factors
- Youth Resilience Factors
- Child and Adolescent Development
- Genetic and Congenital Predispositions
- Community organizing and mobilization
- Social Determinants of Health and Health Equity
- Population-based Health Approaches
- Evidence-based prevention and health promotion strategies and best practices
- State, regional, and local trends and patterns in alcohol and drug use
- Working knowledge of related subject matter areas such as HIV, suicide prevention, problem gambling prevention, harm reduction, restorative practices, social and emotional learning, and trauma-informed care
- Working knowledge of prevention stakeholders such as Department of Mental Health and Addiction (DMHAS), Department of Public Health (DPH), Department of Children and Families (DCF), Department of Social Services (DSS), Department of Consumer Protection (DCP); Regional Behavioral Health Action Organizations (RBHAOs) and Local Prevention Councils (LPC's)
- Working knowledge and/or awareness of relevant initiatives such as Change the Script, Healthy Campus Initiative, and youth mentoring

Skills: *Manual, verbal or cognitive skills, proficiency or expertise relevant to prevention and health promotion:*

- Relationship building with diverse, multi-cultural partners and engaging these partners in collaborative actions
- Coalition building and management
- Completion of community needs assessments (qualitative and quantitative methods)
- Communication including effective public speaking and presentations (similar to pitches or sales calls) to diverse audiences
- Group facilitation and leadership of teams
- Fundamental computer literacy and technology skills including mastery of Microsoft Office (e.g., Word, Excel) and PowerPoint
- Advanced technology skills relevant to social media, website maintenance, and customer relationship management software
- Analytical skills relevant to analyze and interpret community-level and program-level data sets (qualitative and quantitative)
- Project planning, management, and organization of work streams (e.g., logic models, work plans) and events to implement the prevention plan
- Develop and/or manage continuous quality improvement processes, including stakeholder experience and satisfaction
- Multi-cultural sensitivity and a practical understanding of both community and workplace standards and inclusion practices
- Bi-lingual (English & Spanish) preferred

Abilities: *Demonstrated performance to perform tasks - using knowledge and skills appropriately*

- Participatory leadership style and ability to build consensus, mediate, and negotiate
- Professionalism across attitude, behavior, and workplace attire
- Interpersonal communication style relevant to work with others, relate to diverse audiences, or manage partner relationships
- Decision making, problem solving, and adaptability to deal with emerging situations and/or opportunities
- Plan, direct and manage complex community-level change processes
- Time management and prioritization of tasks
- Self-starter, motivation and energy level sufficient to invigorate others
- Ability to work as part of a team

Other

- Valid driver's license and reliable transportation
- Criminal background check (especially for youth-facing positions and/or strategies)
- Flexible schedule to work afternoon, evenings, and/or weekends as necessary