 **Community Coalition Coordinator**

 **Job Description**

**REPORTS TO:** Youth Prevention Director **X** Non-Exempt **X** Full time- Temp **X** Salaried

**Salary Range:** $40,000 - $43,000 Annually

**POSITION DESCRIPTION SUMMARY:** -

The position develops working relationships with the community and serves as a liaison between the coalition and community stakeholders. The coalition is committed to creating change through collaboration to educate and motivate community stakeholders with the goals of improving the outcomes for youth development.

This position is grant funded.

**CORE DUTIES:**

* Thoroughly understand DPR’s philosophy and services available to the community.
* Build and maintain coalition to include representatives from all community sectors.
* Build collaborative relationships with community, schools district staff, policy makers, funding sources and target audiences in such a way as to obtain support, cooperation, and shared understanding of the importance of building resiliency in youth.
* Develop and implement creative, impactful, and relevant outreach programs to a variety of target audiences, (youth, parents, school staff, community leaders, etc.).
* Grow coalition social media presence and maintain accounts with relevant, engaging content.
* Plan and coordinate professional seminars/workshops with guest speakers for students, parents, school staff, business and healthcare professionals and the community at large.
* Plan, promote and direct community events, including managing rentals, budget, vendors, volunteers, catering, and execution of day of operations for these events.
* Prepare annual needs assessment, strategic plan, and implementation plan (in accordance with the Strategic Prevention Framework) as well as assist in contract compliance by completing monthly performance measure reports and budget estimates.
* Serve on area task forces/advisory committees to represent DPR in the community.

**REQUIRED TRAINING**

* Prevention Skills Training Within 6 months of hire
* Substance Abuse Prevention Skills Once, every 12-20 months
* Cardiopulmonary Resuscitation (CPR) Within 60 days of hire, then maintain
* First Aid Training Within 60 days of hire, then maintain
* Reporting Child Abuse Annually
* Stigma, Overdose Prevention Annually
* Mental Health First Aid Annually
* Ethics in Prevention Within 1 year of hire
* Advance Ethics in Prevention Within 1 year of hire
* Prevention Providers Annual Meeting Annually, in June
* Prevention Continuing Education Annually
* Coalition Competency Training Within 90 days of hire

**EDUCATION AND WORK EXPERIENCE**:

* Bachelor’s Degree in the field of public health preferred; commensurate experience accepted as determined by the Chief Executive Officer.
* Excellent organizational and event planning skills
* Excellent interpersonal skills, boldness to initiate and build new relationships, and ability to motivate individuals based on identified shared values
* Excellent written and verbal communication skills
* Ability to prioritize and balance multiple tasks and projects well
* Knowledge of or ability to quickly learn best practice prevention strategies/models (Strategic Prevention Framework, etc.)
* Technical and evaluation skills necessary for data analysis and outcome reporting
* Culturally competent and demonstrated experience working with and connection to diverse communities
* Proficiency with Microsoft Office Suite, Cava, Prezi a plus
* Ability to become a Certified Prevention Specialist within 18 months of hire

**OTHER REQUIREMENTS:**

* This position requires work in the community. However, coalition staff may need to work from home as assigned due to the current COVID-19 Pandemic. Staff will follow any guidelines provided by DPR as updated based on COVID-19 status in the community.
* Demonstrate adherence to the National Standards for Culturally and Linguistically Appropriate Services in the Health and Health Care (The National CLAS Standards, 2013) for the proposed target population and demonstrate good-faith efforts to reach out to underserved population.
* Must have and provide your own transportation to and from community assignments.
* Must be able to work occasional outdoor activities and handle environmental elements.
* Must be able to work nights and weekends.
* Employees will be expected to attend online meetings, trainings and to be on time and to be professionally dressed and groomed for all online sessions.
* Must be able to lift, pull, and carry up to 30 lbs.
* Me be fluent with computer programs and social media tools.

**TRAVEL: Local 25-45% OUT OF TOWN: 10-20%**