

## Safe and Drug Free Coalition

### **Position:** Program Coordinator Job Description

(1.0 FTE or 32-40 hours or 2-.5 FTE's)

**Coalition Mission:** The Project Coordinator serves as the paid staff person(s) for a (volunteer)

coalition of stakeholders in the community whose mission is to empower youth to choose a chemical free lifestyle and to reduce youth use and abuse of alcohol, prescription drugs, tobacco, and marijuana.

**Reports to:** President, United Way of Steele County, and the Coalition Steering Committee

### **Essential Duties and Responsibilities:**

- Plans and implements coalition development and infrastructure maintenance including recruitment, orientation and engagement of coalition members and community volunteers.
- Convenes action teams/committees, prepares agendas and meeting materials, guides discussion to identify goals and action-steps to affect systems-level change, works with secretary to ensure minutes are written for each meeting and distributed to the coalition.
- Follows up on action steps between meetings, finds creative ways to generate and sustain energy among community partners and volunteers to bring projects to fruition.
- Research and shares evidence-based strategies for prevention (and recovery)
- Manages the administration of coalition-sponsored community trainings.
- Collaborates with community partners to carry out community-wide prevention programs.
- Identifies and pursues funding through collaborative grant applications, assists with grant record-keeping, writing, management and reporting. If this task is contracted, oversees the writing of the grant.
- Collects, analyzes, and evaluates community data including, partner data sources, community surveys, focus groups and town hall meetings. Implement programs/services based on data. Develop outcome-based initiatives.
- Produces monthly reports for the Steering Committee, provides quarterly reports for the coalition, and an annual report to be made available to the community. Reports will outline accomplishments, goals, priorities, and work plans.
- Oversees and manages, with the assistance of the treasurer, accountant, and UWSC President, the coalition budget.
- Oversees and manages marketing efforts including publications, posters, news columns, social media posts, videos, community presentations, etc. If this task is contracted, oversees the marketing plan.

### **Required Qualifications:**

- Bachelor's degree or equivalent experience with 2-5 years of experience in community organization and collaboration.
- Ability to work some late afternoon and evening hours and travel throughout Steele County.
- Ability to effectively lead a team, inspire, recruit, and delegate.
- Ability to build relationships.
- Volunteer management

- Ability to work with minimal supervision and as a member of a team.
- Excellent Verbal and Written Communication Skills.

**Preferred qualities:**

- Familiarity with organizations and resources in Steele County
- Knowledge in the fields of asset-based youth development, public health, mental well-being and/or chemical health
- Proficient in Microsoft Office
- Previous experience managing budgets.
- Experience facilitating public meetings.
- Experience in grant writing, grant reporting, fundraising.
- Excellent ability to multitask and troubleshoot issues.
- Excellent interpersonal skills.

Salary \$40,000-\$48,000 based upon experience, plus medical and dental.

(This is a grant-funded position and is for one year with the possibility of renewal based on funding)