
POSITION TITLE: Community Coalition Coordinator

July 2019

REPORTS TO: Victim Services Community Engagement Program Manager

SUPERVISES: Volunteers

STATUS: Exempt

SUMMARY:

The Community Coalition Coordinator organizes and maintains a community substance abuse prevention coalition. This position provides staff assistance to the community coalition; recruits and trains coalition members; guides the continuous development and implementation of a community substance abuse prevention plan; and acts as a liaison between the community coalition and funders/evaluators.

GENERAL RESPONSIBILITIES:

- ❖ Recruit, train, and retain members to form a strong, consistent prevention coalition.
- ❖ Coordinate and facilitate coalition meetings and workgroups.
- ❖ Develop and implement plans for involving ethnically and linguistically diverse communities and underserved populations in the Coalition and the programs.
- ❖ Coordinate prevention activities (parent events, key leader events, public awareness campaigns) and ensure the implementation of evidence-based prevention programs as described in Strategic Plan and annual comprehensive action plan.
- ❖ Assist coalition members in navigating the Strategic Prevention Framework and guide coalition to annually evaluate program success, conduct a needs assessment, and develop/update a comprehensive action plan.
- ❖ Work as a team member of Rural Resources Community Action and collaborating agency staff, communicate effectively with members and community partners.
- ❖ Maintain fiscal and policy/procedure compliance.
- ❖ Report on progress and challenges as required. Complete monthly reporting and data entry. Maintain coalition documentation.
- ❖ Participate in Division of Behavioral Health and Recovery required meetings and training events.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of evidence-based prevention strategies, experience with community capacity building, community organizing, and youth development principles.
- Significant demonstrated ability/experience utilizing training materials, lesson plans and curriculums, to teach and/or provide training, to do effective public speaking and group presentations, to facilitate groups specifically for youth.

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- Ability to establish and maintain effective working relationships with volunteers, agency staff, community officials and the general public.
- Ability to effectively communicate both orally and in writing.
- Demonstrated ability to work both independently and with others as a team on projects.
- Ability to prepare and maintain reports, correspondence and documentation.
- Knowledge of federal, state, and local policies, procedures, and regulations applicable to program areas.
- Ability and willingness to work flexible hours, including nights and weekends.
- Ability to operate a computer and use Microsoft Office software to include computerized recordkeeping systems.

REQUIRED EDUCATION AND EXPERIENCE:

Bachelor's degree in Education, Health Education, Communications, Social Sciences (e.g., Sociology or Psychology), and/or closely related field; two (2) years of work experience in community organizing or community-based programs involving adolescent/adult drug/alcohol/tobacco abuse prevention, rehabilitation, and/or counseling.

SUBSTITUTION: An associate degree and two (2) years of additional qualifying work experience may substitute for the education requirement on a year-for-year basis. Completion of two (2) years of college, not a degree but seventy-two (72) quarter hours or forty-eight (48) semester hours of college credit and two (2) years of additional qualifying work experience may also substitute for the education requirement on a year-for-year basis.

-or-

Any combination of education and experience which would provide the applicant with the desired skills, knowledge and ability required to perform the job.

REQUIRED CERTIFICATION AND LICENSES:

- Certified Prevention Professional (CPP). Must have or obtain credential within 18 months of employment.
- Valid driver's license in the state of residence.
- Auto insurance in the amounts required by the State of Washington.
- Access to reliable transportation.
- Acceptable completion of a criminal history background check.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands described here are representative of those that must be met to successfully perform the essential functions of this job.

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- While performing the duties of this job, the employee is regularly required to, stand, sit; talk, hear, and use hands and fingers to operate a computer and telephone, and keyboard reach.
- Specific vision abilities required by this job include close vision requirements due to computer work.
- Light to moderate lifting is required.
- Ability to uphold the stress of traveling.
- Regular, predictable attendance is required.

The work environment characteristics described are what is encountered while performing the essential functions of this job.

- Moderate noise (i.e. business office with computers, phone, and printers, light traffic).
- Ability to work in a confined area.
- Ability to sit at a computer terminal for an extended period.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

❖ *Denotes Essential Functions*