

Drug Free Communities Grant Coalition Coordinator Position

General Responsibilities:

Coordinate services for the Teen Advocacy Coalition's Drug Free Communities Grant

Essential Functions:

1. Provide support for all Teen Advocacy Coalition meetings, board meetings, and task force committee meetings and activities.
2. Work with the DFC/TAC Administrative Assistant in the development of meeting agendas, meeting notices, record keeping and other administrative duties.
3. Facilitate the implementation of the Drug Free Communities strategic work plan as described in the grant document such as: developing community partnerships, recruiting new coalition members, coordinating community Town hall Meetings and other coalition events.
4. Work with Capacity Building Committee to recruit and engage coalition members and partners which include community volunteers, youth, schools, youth serving organizations, law enforcement, and other stakeholders. Provide leadership in planning and coordinating community and school based education and awareness events, media campaigns, and community/parent outreach.
5. Work with Financial Committee in securing in-kind donations, and identifying and pursuing local funding opportunities from individuals, service clubs, businesses and foundations.
6. Coordinate the implementation of the coalition's public relations plan including social media, print media, and presentations to service clubs and other community groups.
7. Mandatory attendance at required DFC trainings.
8. Leverage resources for sustainability of the Teen Advocacy Coalition: research, identify, and prepare applications to obtain funding for various projects, studies, or programs. Develop and administer programs as needed.
9. Develop and maintain a record-keeping system that provides for the proper evaluation, control and documentation of assigned operations. Prepare and submit timely reports, budget and financial operations, and projects and resource development in line with coalition goals and in compliance with the DFC Grant and other funding sources.
10. Establish and maintain effective working relationships with the coalition board, staff, service providers, contractors, public officials, the general public, and representatives of other agencies. Serve as a key liaison between Teen Advocacy Coalition and the general public, service providers, boards and interested parties.
11. Participate in all required employer meetings, trainings and retreats.
12. Other duties as assigned.

Minimum Qualifications:

1. Bachelor's degree in relevant or related field required. A minimum of two years education in closely related field combined with five years experience in community coalition building and prevention practices can be substituted for Bachelors Degree requirement. Preference will be given to candidates with knowledge in youth substance use prevention, youth prevention programs, prevention principles and experience in coalition building, community mobilization and outreach
2. Working knowledge of Microsoft Office software applications including; Excel, Word, Publisher, etc. Must have exceptional interpersonal relations skills, strong organizational skills and the ability to create and maintain community partnerships.
3. Ability to communicate effectively both orally and in writing and ability to make effective public presentations on technical, complex, and often, controversial information.

Preferred Qualifications and Skills

1. Thorough knowledge of planning principles, practices, and techniques as they relate to human services and community development, with special emphasis on programs and services for at-risk youth and families.
2. Strong operational skills in data collection and analysis, and grant-writing skills.
3. Knowledge and practices of budget development, grant acquisition, and administration.
4. Working knowledge of application and interpretation of federal, state and local rules, regulations, codes and ordinances as they relate to area of assignment.
5. Experience working with youth and school programs.
6. Working knowledge of principles and techniques of program evaluation and monitoring.

Employment Requirements

1. Ability to independently initiate, plan and complete work assignments
2. May be assigned to work on both long and short-term projects and have more than one project assignment at any given time.
3. Appear for scheduled work with regular, reliable and punctual attendance.
4. Establish and maintain cooperative, effective, and productive working relationships using tact, patience and courtesy.
5. Effectively plan and organize work and complete tasks within prescribed timeframes.
6. Travel required, reimbursed within travel budget. Use of personal vehicle, valid Washington State Drivers License and Auto Insurance required.
7. Successful completion of drug test, criminal records and fingerprint background check.
8. Ability to lift and carry supplies and/or equipment weighing up to 50 pounds.

Employment Information:

Location: Raymond, Washington