



**Position Description:** DFC Program Coordinator

*Full-time position:* 40 hours/week

*Starting Salary Range:* \$47,000- \$52,000 DOE

*Benefits:* \$350/month health stipend; flexible work schedule; 2.5 hrs Wellness Time Off/week; 16 days vacation/year plus Paid holiday (13 days)

**Introduction:**

The Drug Free Communities Program Coordinator manages and implements a substance abuse prevention program in collaboration with the PIERS (Prevention, Intervention, Education, Recovery, Support) group, a task force of the Ketchikan Wellness Coalition. This role reports to the Executive Director and is advised by members of PIERS, KWC Board, and ED.

The ideal candidate is energetic, self-motivated, and passionate about substance abuse prevention and excited to empower adults and youth to make healthy decisions. We are looking for a hard-working individual who is able to connect the big picture to daily work and communicate effectively to a wide variety of organizational partners and participants. To be an excellent program coordinator you must be organized, detail-oriented, independent, and flexible.

The position is responsible for planning and implementing activities associated with the coalition, including general oversight for coalition activities and associated projects; grant development, submission, and management; and national reporting. The coordinator engages and supports youth to undertake prevention activities and initiatives, through mentoring and leadership development. This position offers a great opportunity to work toward positive change that will impact the policies and systems surrounding health in the community.

**Duties and Responsibilities:**

*The following statements are illustrative of the essential functions of the job and do not include other nonessential or peripheral duties that may be required.* The Drug Free Communities Program Coordinator will lead and coordinate substance use prevention program components that include the implementation of community education, media, youth advocacy, and coalition building.

- Review, update and implement the PIERS Action Plan and coordinate the program and its activities.
- Organize and lead task force and Coalition meetings and communicate effectively with members to promote collaboration, negotiation, and problem solving.
- Create and form positive, authentic relationships with community members from multiple backgrounds, perspectives, and experiences and inspire involvement in our work.
- Support youth engagement and prevention activities.
- Undertake/coordinate community assessments and gather, analyze, and report program evaluation data;
- Collect, analyze, summarize, and convey local, regional, and statewide substance use/misuse and health indicators data to ensure easy to read and engaging formats for the Task Force, partners, and community.
- Utilize program evaluation and state/federal data to inform program activities
- Plan and manage communications and marketing campaigns through media relations, social media etc, including writing, editing, and/or development of marketing and outreach materials.
- Report and present Coalition progress and program findings through publications, presentations at meetings/conferences, and other public formats
- Educate task force members on substance use prevention and support their development within the field.
- Collaboratively plan, coordinate, and conduct educational and training activities.
- Support the ED in developing training, reference materials, and workshops for Coalition and community members.

- Act as a representative of the KWC Coalition at community meetings and events locally, statewide, and nationally.
- Continually broaden expertise in substance misuse area and serve as resource person.
- Generate grant, staff, and task force reports.
- Work with Project Evaluator to support coalition data collection and evaluation efforts.
- Recruit and maintain coalition membership of the task force and KWC
- Work with the Executive Director and Task Force Members to develop a coalition budget.
- Perform other duties as assigned.

### **Skills, Knowledge, Abilities:**

- Ability to work independently and with diverse partners.
- Can think outside the box, take initiative, and problem solve.
- Organized and detail-oriented with ability to manage multiple tasks and activities simultaneously.
- Ability to make administrative/procedural decisions and judgments.
- Proficient in Microsoft Office products, including, Word, Powerpoint, and Excel.
- Knowledge of program management and project implementation.
- Ability to prioritize tasks and practice effective time management.
- Ability to produce timely outputs with the necessary support.
- Team player with the ability to accept and integrate supervision and training.
- Outstanding verbal and written communication skills with a variety of individuals and organizations, through e-mail, phone, and in person.
- Strong skills in social media, marketing platforms preferred
- Knowledge of budgeting and reporting; Grant management experience would be a plus

### **Distinguishing Characteristics**

Position requires:

- Independent coordination of all day-to-day aspects of a specified program activity
- Program planning, implementation, and monitoring
- Implementation of effective operational/administrative policies and procedures specific to the achievement of the objectives of the program
- Writing, editing, and publication of marketing, promotional, and/or educational materials and integrated reports specific to the program
- Day-to-day team interaction with, liaison between, and coordination of a wide range of internal and external constituencies involved in program activities

### **Additional Details**

Travel is required to Federal DFC grantee trainings and orientations (early February and July).

Opportunity to obtain Prevention Specialist Certification

This position may require evening and early morning meetings, as well as occasional weekend work. We support a flexible schedule.

### **Qualifications:**

**A successful applicant will not abuse alcohol or use drugs or tobacco products.**

**Experience:** A Bachelor's degree or Associates Degree preferred (or equivalent experience/education/training) and a minimum of two years of relevant experience. Lived experience is valued.

**Training:** Equivalent to two years experience in communications, health education, non-profit services, policymaking, health services, public education experience or a directly related field or in the performance of similar duties and responsibilities.