



Position: Drug Free Community Program Coordinator

Full-time Exempt position: 37.5 hours/week

Annual Salary Range: Full-Time Exempt \$ 47,000 - \$50,000

Benefits: Health Stipend, Retirement match, 14 holidays, vacation accrual, flexible schedule, 37.5-hour work week

Introduction:

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

The ideal candidate is energetic, self-motivated, and passionate about the prevention of substance use. This individual would be excited to empower adults and youth to make healthy decisions. The Ketchikan Wellness Coalition is looking for a hard-working individual who can connect the big picture of substance use prevention 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.

The Ketchikan Wellness Coalition prides itself in being a flexible employer, allowing a combination of remote work and flexible work schedules. KWC accommodates the wellness of the community and the staff. Employees are encouraged to have a healthy and robust life outside of work.

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, recruit, and lead task force 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.
- 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, partners, and the community on substance use prevention and support their development within the field.
- Act as a representative of the KWC Coalition at community meetings and events locally, statewide, and nationally.
- Continually broaden expertise in the prevention of substance use area and serve as resource person.
- Work with Project Evaluator to support coalition data collection and evaluation efforts.
- 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.
- 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 Drug Free Community grantee trainings and orientations outside of Alaska (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.
- The KWC supports a flexible schedule.

Qualifications:

A successful applicant will not use tobacco products, will not abuse alcohol, or misuse controlled substances (to include marijuana). A passed drug test is required before the applicant can be hired.

Required Experience:

- High school diploma, but a bachelor's degree or associate degree preferred.
- 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.
- Lived experience is valued.