



Position: SPF Program Director

Full-time Exempt position: 37.5 hours/week

Salary Range: Full-Time Exempt \$ 60,000 - \$65,000

Benefits: Health Stipend, Retirement match,

14 holidays, personal leave accrual, & flexible schedule

Introduction:

The Strategic Prevention Framework (SPF) Program Director manages and implements substance use prevention programming in collaboration with the Drug Prevention 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 Drug Prevention taskforce, Ketchikan Youth Alliance, 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 on 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.

Skills, Abilities, 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 Program Director will lead, and coordinate substance use prevention programs that include the implementation of community education, media, youth advocacy, and coalition building.

- Organize, recruit, and lead 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.
- Plan and manage communications and marketing campaigns through media relations, social media etc, including writing, editing, and/or development of marketing and outreach materials.
- Educate coalition/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.
- Work with Data Analyst and Consultants to support coalition data collection and evaluation efforts.
- Ability to work independently and with diverse partners.
- 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.
- Strong skills in social media, marketing platforms preferred.
- Knowledge of budgeting and reporting; Grant management experience would be a plus.

Qualifications:

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

- 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.

Travel and any other special conditions or requirements:

Some tasks may require personal use of a vehicle. We consider it an asset to have a driver's license and access to a vehicle. There is also the possibility of travelling outside of Ketchikan, Alaska for training or programming.