

FRANKLIN PIERCE SCHOOLS
JOB DESCRIPTION

POSITION TITLE: Franklin Pierce Youth First! Coalition Coordinator

JOB SUMMARY: This is a grant funded position that will administer and facilitate the Franklin Pierce Youth First! Coalition, serve as a liaison to local school and community-based prevention programs and work groups, and collaborate with existing organizations as a resource for technical assistance, planning, development, implementation, and evaluation of coalition efforts, including Drug Free Communities and the Community Wellness Prevention Initiative; facilitate the development and coordination of substance abuse prevention activities; develop and present prevention-related educational programs for community groups; and submit timely reports to funding organizations as well as reports for the FPYF! Board of Directors. **This position is contingent upon continuation of grant funding.**

MINIMUM QUALIFICATIONS:

A Bachelor's Degree in Human Services, Public Health, Behavioral Sciences, or closely related field, or the equivalent combination of relevant education, training, and experience. Four or more years of relevant experience and/or training that adequately illustrate the attainment of knowledge, skills, abilities, and other job requirements may be substituted for a formal degree. Familiarity with Washington State Substance Abuse and Prevention science, programs, community development, youth development principles, community organizing practices, and planning frameworks preferred. Ability to create and sustain effective relationships with community partners, foster and share leadership with individuals, and build bridges between diverse groups. Current Certified Prevention Professional credential or ability to obtain within 18 months of appointment.

JOB FUNCTIONS:

This contract position fulfills a requirement to coordinate a local community coalition comprised of community sector representatives including but not limited to schools, organizations, local and state agencies, law enforcement, youth, parents, youth serving agencies, mental health providers, substance abuse treatment providers, and health care service providers in their efforts to prevent or reduce substance abuse or violence and to encourage and facilitate their collaboration.

Coalition Building/Community Engagement

- Conducts needs assessments and techniques to identify community service needs with community coalition members
- Collaborates with key community stakeholders in the support and implementation of Community Prevention and Wellness Initiative and Drug Free Communities grants
- Functions as a liaison between the Franklin Pierce Youth First Coalition and Franklin Pierce Schools
- Facilitates the strategic planning framework with coalition members to support best practice environmental strategies for reducing the harmful effects of Alcohol, Drugs, and Tobacco
- Facilitates Coalition for Communities Families and Schools and works with membership to build agenda based on identified community needs
- Helps to recruit and retain membership on coalition and support from local key leaders
- Participates in CPWI learning community meetings, monthly DBHR check-in meetings with PSM, and trainings
- Provides and or/coordinates training for coalition members on topics including the Strategic Prevention Framework, prevention science, cultural competency, reducing health disparities, environmental strategies

Program Design and Implementation:

- Works closely with school-based Prevention Clubs to assist with facilitation, growth, and activities

- Plans, develops, implements and monitors media campaigns, social marketing initiatives with community coalition
- Works collaboratively with the Family Engagement Coordinator to facilitate Youth Late Night, Summer Movie and Youth Fun Run programs

Administrative Duties

- Oversees the FPYF! Budget
- Works collaboratively with FPYF! board of directors and Franklin Pierce School District to sustain programmatic funding opportunities
- Works with county technical advisor to help align and integrate their work with the goals and strategies of the coalition and CPWI planning framework-focused work
- Monitors prevention contract and program outcomes
- Coordinates the development and maintenance of FPYF! website, flyers and brochures, and other marketing and promotional materials
- Represents FPYF! at Franklin Pierce community events
- Other duties as assigned.

WORKING CONDITIONS:

Work is performed primarily in an office environment; primary office will be located at GATES High School. Attendance at meetings and prevention activities may require working evening and irregular hours. Access to guaranteed, reliable transportation is required as needed to complete field assignments. Occasional physical effort may be required to lift items weighing up to 50 pounds. The employee is occasionally required to stand; walk, and reach with hands and arms; specific vision abilities required include close vision, distance vision, color vision and ability to adjust focus.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- Experience in developing and implementing adult training programs and organizing community groups
- Ability to facilitate meetings and to work cooperatively with public groups and contract agency personnel
- Skills required in community development, grant and report-writing, statistical data gathering and public speaking and training.
- Ability to work with a variety of people and agencies, and work a flexible schedule
- Awareness of existing alcohol and drug abuse prevention systems and programs in state and county governments.
- Knowledge of basic principles of substance abuse treatment and prevention. Understanding of the continuum of care in substance abuse and addiction.
- Knowledge of pertinent RCW's and WAC's.
- Excellent organizational, oral, and written communication skills.
- Valid Driver's License required; may be asked to get a Type 2 Drivers License
- Strong computer skills in word processing and desktop publishing, data entry, online learning, and utilizing social media.
- Ability to work independently and prioritize several on-going assignments
- Knowledge of community organizing, techniques of behavior change, social marketing, health promotion and population-based prevention; program planning and evaluation methods

Reports to: Franklin Pierce School District liaison to FPYF! and FPYF! Board

A Washington State Patrol Background check in accordance with RCW 43.43, WAC 388-877 & 388-877B, and WAC 388-06-0170 is required.