

Employment Opportunity

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Human Services

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NorthEast Washington Educational Service District 101 is a political subdivision of the State of Washington whose mission is to promote educational excellence by delivering essential, cooperative services to schools and other learning communities.



www.esd101.net

Notice of Vacancy

Position: CPWI Community Coalition Coordinator
Salary: \$50,967 plus generous benefits package
Application Due: Open until filled with initial screening August 11, 2017
Location: NEWESD 101
4202 South Regal Street, Spokane, WA 99223

Application Procedure

To be considered for this position, please submit the following:

- Completed NEWESD 101 administrative application form
- Letter of application
- Personal resume
- Copies of transcripts
- Three professional letters of reference

NEWESD 101 employees who wish to apply must submit a letter of application to the human services office and ensure their applicant files are current and complete.

Selection Process

All complete application packets received by the closing date and time will be screened to determine eligibility for interviewing. **INCOMPLETE APPLICATION PACKETS WILL NOT BE SCREENED.** Applicants selected for an interview will be notified by NEWESD 101. All applicants will be notified at the completion of the hiring process as to NEWESD 101's decision.

Information

Human Services, Kimberly Runkel
4202 South Regal Street
Spokane, WA 99223-7738
509.789.3800
krunkel@esd101.net

The following policies have been adopted and are reflected in our employment practices:

NEWESD is an Equal Opportunity Employer and does not discriminate on the basis of sex, race, creed, religion, color, age, national origin, sexual orientation, gender expression or identity, veteran or military status, disability, or the use of a trained guide dog or service animal.

NEWESD complies with the Americans with Disabilities Act. Persons who may need some accommodation in the hiring process should contact the human services office.

Employees must abide by the all of the agency's policies, including those regarding tobacco use in the workplace and maintaining a drug-free workplace.

NEWESD requires a successful applicant to provide employment eligibility and verification of legal right to work in the United States in compliance with Immigration Reform and Control Act.

Purpose Statement

The job of CPWI community coalition coordinator is done for the purpose of administering and coordinating a community-based prevention program, including planning, developing, implementing, and evaluating the program, and managing federal, state, and private grants that support community-based prevention coalitions.

This position reports to the director, Center for Prevention Services.

Functions

- Coordinates services for community-based prevention coalitions for the purpose of encouraging and facilitating efforts to prevent or reduce substance abuse.
- Provides comprehensive training (i.e. strategic prevention framework, implementing prevention strategies) to coalition members for the purpose of building capacity for community-based, data-driven substance abuse coalition work.
- Prepares and monitors reports and develops data collection instruments and program evaluation procedures for the purpose of complying with grant requirements.
- Facilitates strategic work plans for the purpose of developing community partnerships, recruiting new coalition members, and partnering with school and community-based youth programs and other community resources.
- Provides leadership in planning and coordinating community and school education and awareness events, media campaigns, and community/parent outreach.
- Works with capacity-building committee for the purpose of securing in-kind donations and identifying and pursuing local funding opportunities from individuals, service clubs, businesses, and foundations.
- Makes presentations to service clubs and community groups for the purpose of providing information about community-based prevention coalitions.
- Provides technical assistance and support to agency staff, volunteers, service providers, community groups, etc.
- Attends required meetings and training for the purpose of gathering and/or conveying information.
- Assists other personnel as may be required for the purpose of ensuring an efficient and effective work environment.

Job Requirements: Minimum Qualifications

Skills, Knowledge, and Abilities

SKILLS are required to perform multiple technical tasks with a potential need to upgrade skills in order to meet changing job conditions. *Specific skills required to satisfactorily perform the functions of the job include:* operating standard office equipment, including using pertinent software applications, planning and managing projects, and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percentages, and ratios, review and interpret highly technical information, write technical materials, speak persuasively to implement desired actions, and analyze situations to define issues and draw conclusions. Knowledge of state and federal grants and the associated requirements is highly desirable. *Specific knowledge required to satisfactorily perform the functions of the job includes:* pertinent codes, policies, regulations, laws, and school and community-based substance abuse, prevention, and intervention strategies.

ABILITY is required to schedule a number of activities, meetings, and events, gather, collate, and classify data, and use basic, job-related equipment. Flexibility is required to work with others in a wide variety of circumstances, and work with data utilizing defined but different processes. Ability is also required to work with a wide diversity of individuals and groups and work with a variety of data. In working with others, problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines. *Specific abilities required to satisfactorily perform the functions of the job include:* communicating effectively with diverse groups and individuals, both orally and in writing, meeting deadlines and schedules, managing projects independently, working in a professional manner as part of a team, and the flexibility to work some evenings and weekends..

Responsibility

Responsibilities include: working under limited supervision following standardized practices and methods, leading, guiding, and coordinating others, and tracking budget expenditures. Utilization of resources from other work units is often required to perform the job's functions. There is some opportunity to impact the agency's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, pulling, and significant fine finger dexterity. Generally the job requires 75% sitting, 10% walking, and 15% standing. The job is performed in a generally clean and healthy environment.

Experience

Job-related experience is required.

Education

Bachelor's degree in education, social services, or related field. Certified Prevention Professional (CPP) preferred.

Certificates & Licenses

Valid driver's license, required auto insurance, and reliable personal transportation.

Clearances

WSP/FBI criminal history background clearance (at employee's expense).