

## **Auburn School District**

**Job Title:** Community Coalition Specialist

**Reports To:** Assistant Director for Prevention and Intervention Services

**Unit Classification:** Prof Tech

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### Job Description:

The Coalition Specialist's role is to provide staff support to Auburn School District's Community Prevention and Wellness Initiative (CPWI) Coalition, the Auburn Prevention Coalition. As staff, the Specialist manages the processes of strategic planning and implementation of coalition strategies and activities. The Coalition Specialist assists with support for planning, problem solving, and information management (evaluation, deadlines, reporting, etc.). The job of the Coalition Specialist is to understand the framework, process, and contract requirements of the CPWI; keep track of the overall process to guide the coalition through those contract requirements and ensure the coalition is moving forward; keep records of the work and decisions of the coalition; recruitment; ensure timely reporting of coalition strategies and activities into a State management information system is completed; and distribute meeting information prior to meetings (agendas, decisions to be made, and minutes).

The Coalition Specialist works with the coalition to help organize and maintain coalition compliance with the CPWI model, provide assistance to the community coalition, and to help guide the continuous development and implementation of a community substance abuse prevention strategic plan.

### Duties and responsibilities:

- Serve as staff for the coalition to plan, implement, and report on task categories
- Serve as a liaison between CPWI coalition, School District, King County and DBHR
- Participate in CPWI learning community meetings, monthly DBHR check-in meetings, and required training
- Help recruit and retain membership on the coalition and support from local key stakeholders/leaders
- Provide staff support to the coalition; coordinate regular meetings to ensure implementation on the strategic plan and work plan
- Coordinate the regular review of coalition budget by the coalition
- Assist coalition members in navigating CPWI Prevention Planning Framework and guide coalition to develop a comprehensive Action Plan based on needs assessment and strategic planning
- Work with individual coalition member organizations to help them align and integrate their work with the goals and strategies of the coalition and CPWI Prevention Planning Framework-focused work
- Report to the coalition on progress toward the goals and objectives of the strategic plan and work plans
- Provide or coordinate services, implement activities, and manage coalition trainings with the guidance of the coalition members
- Work with the coalition and projects to develop and monitor outcomes
- Coordinate community outreach efforts (presentations, newsletter, volunteer recruitment, etc.)
- Function as the liaison among the coalition members and with the community
- Collaborate with local CPWI Specialists on a regular basis
- Professionally interact with students, staff, and public
- Comply with all district policies and procedures
- Perform related duties as assigned

### Training and knowledge desired:

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- Ability to create and sustain effective relationships with community partners, foster and share leadership among individuals in the community, and build bridges among diverse community members and organizations.
- Demonstrate strength in work skills: Organized; excellent oral and written communication; public speaking and training; group and meeting facilitation; word processor, spreadsheet, and internet skills; good sense of humor; ability to learn new concepts quickly; and self-motivated with ability to work independently.
- Washington Substance Abuse Training required (or willingness to become trained).
- B.A. Degree in Education, Health Education, Communications, Social Sciences, or closely related field.
- Two years of work experience in community organizing, program coordination, or community-based programs involving youth, drug/alcohol/tobacco abuse, or other related community health prevention or counseling.
- Experience and/or training with cultural, ethnic, and language diversity preferred
- Responsibilities may require irregular hours as deemed necessary and flexible. This may include early or late hours to meet scheduling demands for meetings with coalition, community, or special events.

Substitution:

An associate degree and two (2) years of additional qualifying work experience may substitute for the education requirement on a year-for-year basis. Completion of two (2) years of college, not a degree but seventy-two (72) quarter hours or forty-eight (48) semester hours of college credit and two (2) years of additional qualifying work experience may also substitute for the education requirement on a year-for-year basis.

Requirements:

- Certified Prevention Professional (CPP). Must have or obtain credential within 18 months of employment.
- Valid State of Washington Driver's License and evidence of mobility.

Required Knowledge, Skills, and Abilities Related to Cultural Competence and Equity:

- Ability to recognize and demonstrate awareness of own cultural identity as well as accepting and respecting the cultural identity of others
- Commitment to establishing and supporting an environment that promotes cultural competence and equitable treatment of all staff, students, and families of the district
- Ability to support and promote the Auburn School District's commitment to "Engage. Educate. Empower With Equity and Excellence"