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POSITION TITLE: Community Coalition Coordinator

July 2019

REPORTS TO: Victim Services Community Engagement Program Manager

SUPERVISES: Childcare Services, Program Facilitators, Assistant Program Facilitator and Coordinators

STATUS: Non-Exempt

**SUMMARY:**

The Community Coalition Coordinator organizes and maintains a community substance abuse prevention coalition. This position provides staff assistance to the community coalition; recruits and trains coalition members; guides the continuous development and implementation of a community substance abuse prevention plan; and acts as a liaison between the community coalition and funders/evaluators.

**GENERAL RESPONSIBILITIES:**

- ❖ Recruit, train, and retain members to form a strong, consistent prevention coalition.
- ❖ Coordinate and facilitate coalition meetings and workgroups.
- ❖ Develop and implement plans for involving ethnically and linguistically diverse communities and underserved populations in the Coalition and the programs.
- ❖ Coordinate prevention activities (parent events, key leader events, public awareness campaigns) and ensure the implementation of evidence-based prevention programs as described in Strategic Plan and annual comprehensive action plan.
- ❖ Assist coalition members in navigating the Strategic Prevention Framework and guide coalition to annually evaluate program success, conduct a needs assessment, and develop/update a comprehensive action plan.
- ❖ Work as a team member of Rural Resources Community Action and collaborating agency staff, communicate effectively with members and community partners.
- ❖ Maintain fiscal and policy/procedure compliance.
- ❖ Report on progress and challenges as required. Complete monthly reporting and data entry. Maintain coalition documentation.
- ❖ Participate in Division of Behavioral Health and Recovery required meetings and training events.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of evidence-based prevention strategies, experience with community capacity building, community organizing, and youth development principles.
- Significant demonstrated ability/experience utilizing training materials, lesson plans and curriculums, to teach and/or provide training, to do effective public speaking and group presentations, to facilitate groups specifically for youth.

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- Ability to establish and maintain effective working relationships with volunteers, agency staff, community officials and the general public.
- Ability to effectively communicate both orally and in writing.
- Demonstrated ability to work both independently and with others as a team on projects.
- Ability to prepare and maintain reports, correspondence and documentation.
- Knowledge of federal, state, and local policies, procedures, and regulations applicable to program areas.
- Ability and willingness to work flexible hours, including nights and weekends.
- Ability to operate a computer and use Microsoft Office software to include computerized recordkeeping systems.

**REQUIRED EDUCATION AND EXPERIENCE:**

Bachelor's degree in Education, Health Education, Communications, Social Sciences (e.g., Sociology or Psychology), and/or closely related field; two (2) years of work experience in community organizing or community-based programs involving adolescent/adult drug/alcohol/tobacco abuse prevention, rehabilitation, and/or counseling.

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.

-or-

Any combination of education and experience which would provide the applicant with the desired skills, knowledge and ability required to perform the job.

**REQUIRED CERTIFICATION AND LICENSES:**

- Certified Prevention Professional (CPP). Must have or obtain credential within 18 months of employment.
- Valid driver's license in the state of residence.
- Auto insurance in the amounts required by the State of Washington.
- Access to reliable transportation.
- Acceptable completion of a criminal history background check.

**PHYSICAL DEMANDS AND WORK ENVIRONMENT**

The physical demands described here are representative of those that must be met to successfully perform the essential functions of this job.

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- While performing the duties of this job, the employee is regularly required to, stand, sit; talk, hear, and use hands and fingers to operate a computer and telephone, and keyboard reach.
- Specific vision abilities required by this job include close vision requirements due to computer work.
- Light to moderate lifting is required.
- Ability to uphold the stress of traveling.
- Regular, predictable attendance is required.

The work environment characteristics described are what is encountered while performing the essential functions of this job.

- Moderate noise (i.e. business office with computers, phone, and printers, light traffic).
- Ability to work in a confined area.
- Ability to sit at a computer terminal for an extended period.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

❖ *Denotes Essential Functions*