



Northwest Communities' Education

P.O. Box 800, 121 Sunnyside Ave., Granger, Washington 98932
(509) 854-2222 Fax (509) 854-2223 www.kdna.org

Job Title: DFC Coalition Coordinator
Department: NCEC DFC Grant
Reports to: Vice President, Eastern Region
Prepare by: Vice President, Eastern Region
Approved by:
Approved date: 09/15/2021
Salary range: \$54,080 per year

SUMMARY

DFC Coalition Coordinator will be responsible for managing and implement a 12-Month Action Plan for the Drug Free Communities Grant. This includes establish and foster relationships with the Granger Wellness coalition members and the Community Prevention and Wellness Initiative (CPWI) members and oversee routine planning and development activities for the program to promote a healthier, drug- and alcohol-free Granger through communitywide education and advocacy aimed at preventing youth substance use. This individual it is also responsible to increase awareness of our primary substance abuse issues and the prevention and treatment resources in our community. Must be professional in all aspects of developing good working relationships with the community, and local stakeholders for potential presentations, workshops, and conferences.

SPECIFIC DUTIES AND RESPONSASIBILITIES

- Knowledgeable on substance abuse program such as marijuana, alcohol, drugs, and opioids.
- Evaluate needs and design and implement substance abuse prevention forums and programs Coordinate and work with each member of the coalition to identify the best utilization of their skillset, application of resources, and access to training to further solidify a prevention-oriented infrastructure.
- Routine data collection for the DFC's reporting requirements.
- Manages details of the event including all documents related to attendance records and evaluative instruments of the individual event.
- Submits an assessment of the overall activities of the event
- Plan, coordinate, facilitate and present substance abuse prevention programs
- Develop and maintain a cooperative working relationship with and between a wide variety of school, community, media, and professional representatives
- Act as a consultant and technical expert in substance abuse prevention matters
- Prepare and present oral and written materials convincingly, clearly, and logically
- Analyze and prepare grant proposals, contracts, and related budgets
- Operate audiovisual equipment
- Learn to input, access, and analyze data utilizing a computer terminal
- Attend training sessions for the DFC Grant
- Assure adequate minutes taken are submitted of presentations including documentation of attendance, and dissemination as appropriate
- Develop, create, and write radio announcement, leaflets, posters for outreach presentations, workshops, and conferences.
- Creating and coordinating content for website and Facebook pages
- Coordinating radio programs.
- Planning and setting up coalition meetings
- Preparing materials from all preliminary and final reports

- Create partnerships and collaboration with outside organizations
- Assisted in creating the Granger Wellness Coalition, the mission statement, and the goals and objectives.
- Performs other duties assigned.

QUALIFICATIONS

- Knowledge of the effects of drug and alcohol abuse and substance abuse treatment programs and prevention methods and techniques
- Knowledge of the principles and practices of community organization to enhance awareness and responsiveness to substance abuse prevention
- Knowledge of the basic community resources and organizations
- Knowledge of program development and evaluation
- Knowledge of education methods and materials including teaching methods and curricula design
- Knowledge of communication skills and techniques
- Some knowledge of the principles of contract administration and management
- Some knowledge of public health program policy planning
- Some knowledge of grant proposal writing and budgeting techniques
- Some knowledge of the principles and practices of staff supervision and training.

EDUCATION and/or EXPERIENCE

- Bachelor's degree in substance abuse counselor, counseling, social work or related field
- Must have a minimum 2-3 years' experience in community-level health education or related field.
- Experience in a leadership role in the appropriate field

LANGUAGE SKILLS

Must be fully fluent and bilingual in English and Spanish

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- While performing the duties of this job, this employee is regularly required to communicate in person and by telephone, video conferences such as zoom with others individuals, and may be ask to speak in form of groups.
- This employee must be able to sit for long periods of time and to use a computer and other technology equipment.
- Exerting 20 to 50 pounds of force occasionally, and/or greater than negligible up to 10 pounds of force constantly to move objects.

WORK ENVIRONMENT

The work environment characteristics describe here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- This employee will work in a group office setting, with significant levels of distractions and background noise.
- Must always maintain a professional appearance and demeanor.

SEND RESUMES

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 Equal Opportunity Employer