

Portsmouth Prevention Coalition Coordinator Job Description

CONTEXT

The Coalition Coordinator serves as the community's primary resource regarding substance abuse prevention. The Coordinator seeks to build a coalition of people and organizations committed to substance use reduction and to focus efforts to strengthen the community's protective factors and minimize its risk factors. The Portsmouth Coalition is part of the Newport County Prevention Coalition (NCPC).

GENERAL REQUIREMENTS

- Bachelor's degree in a human services area (broadly defined)
- Certified in Prevention or willing to work toward certification (required by the state)
- Working knowledge of and experience implementing programs using multiple methods of substance use and abuse prevention; experience with community coalition building, collaboration, and public awareness activities.
- Excellent oral and written communication skills, group process/facilitation; conflict resolution experience preferred.
- Grant writing experience; experience with state and/or federal grants preferred.
- Must be willing to participate in on-going training and professional development

JOB TASKS

- Serve as a liaison between the coalition and the town, police, schools, mental health organizations, health care providers, the business community, media, religious organizations and other relevant organizations; engage these organizations in substance use/abuse prevention strategies; secure partnerships
- Collect data for needs assessments and outcomes assessment; write related reports; inform coalition
- Organize and coordinate at least 10 (a minimum of) meetings per year
- Facilitate the development and oversee the implementation of the goals and objectives
- Create a monthly written report of work to share with the coalition
- Seek additional funding; write grants for activities related to the goals and objectives of the coalition; oversee implementation / evaluation (when required) of secured grants
- Participate in development and oversight of annual coalition budget
- Relationship to NCPC
 - Attend NCPC meetings and trainings
 - Keep the coalition up to date on NCPC requirements
 - Complete the data collection forms and other related programming records to be sent to NCPC
- Comply with the state requirements for filing Open Meeting notices
- Collaborate on a state level with other organizations with like-minded missions as needed

HOURS and SALARY

The Coordinator of the Portsmouth Prevention Coalition will be hired for 20 hours per week. Compensation commensurate with experience.