

Portsmouth Prevention Coalition Director

The Coalition Director serves as the manager of the community's primary resource regarding substance abuse prevention. The Director 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 Prevention Coalition is part of the Newport County Regional Prevention Coalition.

General Preferred Requirements

- Education in a human services area or equivalent experience (Bachelor's degree preferred)
- Certified in Prevention or must be willing to work toward certification
- Experience with community coalition building, collaboration and public awareness activities
- Excellent oral and written communication skills, group process facilitation skills
- Grant writing experience; experience with state and/or federal grants preferred
- Must be willing to participate in on-going training and professional development
- Experience with community organizing
- Must be willing to engage in social media and marketing across the ages
- Proficient in Excel, Word, PowerPoint, Google Docs
- Familiarity with Portsmouth, RI/Newport County

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 abuse/use prevention strategies; secure partnerships
- Coordinate the collection of data for needs assessments and outcome assessments; write related reports; inform coalition
- Manage all aspects of coalition grants
- Organize and coordinate at least 10 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 and plan for sustainability
- Participate in the development and oversight of the coalition budget
- Comply with the state requirements for filing Open Meeting notices
- Supervise the Youth Coordinator
- Participate, develop and maintain a social media presence across all platforms
- Complete all requirements of any state or federal grants
- Participate in the Newport County Prevention Coalition and attend meetings

Expected Time Commitment

- 40-hour per week job, but with a flexible schedule to meet evening and weekend commitments

Salary

- Salary is dependent on funding availability which is confirmed through September 2023
- \$49,920-\$54,080 commensurate with experience