POSITION DESCRIPTION

TITLE: Coalition Coordinator
LOCATION: Administrative Service Center
REPORTS TO: Executive Director of Communications, Community Relations
DEPARTMENT: Communications and Community Relations

SUMMARY STATEMENT:
The Coalition Coordinator will be responsible for managing federal, state and private grants that support community based prevention coalitions under the general direction of the Steering Committee and the Executive Director of Communications, Community Relations.

ESSENTIAL FUNCTIONS:
1. Attend required meetings and trainings as prescribed by the grant.
2. Participate in PREVENT! community meetings, work groups, and trainings.
3. Consult with the Steering Committee.
4. Coordinate services for community based prevention coalitions.
5. Facilitate strategic work plans to develop community partnerships; recruit new coalition members; and partner with school and community-based youth programs and other community resources.
6. Provide leadership in planning and coordinating community and school education and awareness events, media campaigns, and community/parent outreach.
7. Consult with community based coalitions; assess, organize and train coalitions on the strategic prevention framework and implementing prevention strategies.
8. Secure in-kind donations, and identify and pursue local funding opportunities from individuals, service clubs, businesses, and foundations.
9. Lead grant writing effort to apply for Drug Free Communities Program Funding and other relevant grants.
10. Track and prepare reports to document grant match based on in-kind donations (stakeholders’ time and in-kind donations).
11. Make presentations to service clubs and community groups about the coalition.
12. Track and prepare reports in compliance with grant requirements.
13. Supervise and direct work for youth interns.
14. Follow District procurement processes and procedures.
15. Mobilize volunteers, community partners, and fiscal agent to participate in the reauthorization grant writing process prior to final grant submission.
16. Uphold board policies and follow administrative procedures.

OTHER RESPONSIBILITIES:
1. Perform other related duties as assigned.
2. Participate in staff development opportunities appropriate to the position as they become available.
3. Attend required trainings, possibly out-of-state.
4. Local and out-of-state travel may be required.
5. Take all necessary and reasonable precautions to protect students, equipment, materials and facilities.

PHYSICAL DEMANDS REQUIRED:

- Vision (66-100%)
- Hearing (66-100%)
- Speaking (66-100%)
- Standing (33-66%)
- Sitting (33-66%)
- Writing (66-100%)
- Stooping/Bending (33-66%)
- Walking (33-66%)
- Acceptable Attendance
MENTAL DEMANDS REQUIRED:

- Confidentiality (66-100%)
- Problem Solving (66-100%)
- Reading Documents (66-100%)
- Verbal Communication (66-100%)
- Written Communication (66-100%)
- Constant Interruptions (66-100%)
- Multiple Concurrent Tasks (66-100%)

Percentages of requirements of physical and mental tasks are only an estimate. Reasonable accommodations for persons with a disability will be considered in order for them to perform the essential functions of the job.

(66-100%) = Continuously
(33-66%) = Frequently
(Up to 33%) = Occasionally

TOOLS AND EQUIPMENT NECESSARY:
Computer, telephone, photocopy machines, and all other tools and equipment necessary to perform the essential functions as listed above.

MINIMUM QUALIFICATIONS:
1. Bachelor degree in Social Work, Communication, or a related field; or equivalent work experience.
2. Two or more year’s experience in a leadership position working with volunteers in a school/community setting.
3. Extensive experience working with diverse socioeconomic populations.
4. Strong work management skills with the ability to handle multiple assignments and the ability to meet tight time lines.
5. Demonstrated ability working collaboratively and demonstrated experience building effective teams in a dynamic work environment.
6. Demonstrated ability to form relationships with strategic partners, e.g. government agencies, non-profit agencies, schools, and business and faith-based communities.
7. Highly-detailed and organized in work.
8. Strong and effective marketing skills.
9. Demonstrated proficiency in computer applications, including Windows environment and related Microsoft applications.
10. Must be 21 years of age and obtain Type II Driver certification in order to transport students.
11. Grant writing/reporting and other fund development experience preferred.
12. Demonstrated ability to speak effectively and professionally in public to a variety of audiences. Must possess professional demeanor. Must be able to write clear, concise and grammatically correct letters, reports and other forms of communications.
13. Demonstrated ability to identify problems, develop solutions and take the lead in solving problems.

Notice of Nondiscrimination:
Evergreen Public Schools does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employees have been designated to handle questions and complaints of alleged discrimination:

<table>
<thead>
<tr>
<th>Title IX Coordinator</th>
<th>Section 504/ADA Coordinator</th>
<th>Civil Rights Compliance Coordinator</th>
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<tbody>
<tr>
<td>Cale Piland</td>
<td>Holly Long</td>
<td>Tracy Thompson</td>
</tr>
<tr>
<td>13501 NE 28th Street P.O. Box 8910</td>
<td>13501 NE 28th Street P.O. Box 8910</td>
<td>Director Human Resources</td>
</tr>
<tr>
<td>Vancouver, WA 98668-8910 Telephone: (360) 604-4431</td>
<td>Vancouver, WA 98668-8910 Telephone: (360) 604-6711</td>
<td>13501 NE 28th Street P.O. Box 8910</td>
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<td>Vancouver, WA 98668-8910 Telephone: (360) 604-4010</td>
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260 Days Per Year (Includes Holidays)
8 Hrs. Per Day

PSE: ______________________________ Date: ______________

District: ______________________________ Date: ______________

Revised Date: 05/02/2019
Classification: Professional Technicians (PSE)
Class: Class VIII
Display on Web? Yes

Coalition Coordinator