POSITION DESCRIPTION

TITLE: Coalition Specialist
LOCATION: Administrative Service Center
REPORTS TO: Director of Communications and Community Engagement
DEPARTMENT: Communications and Community Engagement

SUMMARY STATEMENT:
The Coalition Specialist will be responsible for building the capacity of the Connect Evergreen Coalition to implement community-level, evidence-based environmental strategies to reduce the use of alcohol and drugs by youth in our community. Primary responsibilities will be to work with Coalition Coordinator to engage community members, implement the Action Plan and document the progress of the Connect Evergreen Coalition. The Coalition Specialist will participate in required meetings and trainings, engage and recruit involvement from multiple stakeholders, participate in community needs assessment, assist in future grant-writing efforts and keep records of coalition meetings and activities.

ESSENTIAL FUNCTIONS:
1. Attend required meetings and trainings as prescribed by the Drug Free Communities Grant.
2. Create, curate, and manage social media communications.
3. Participate in Connect Evergreen Coalition community meetings, work groups, and trainings.
4. Work cooperatively with the Coordinator to enhance organizational structure, leadership, and operation of the Connect Evergreen Coalition.
5. Engage with multiple sectors within the community to support key leaders in the community to support and represent the Connect Evergreen Coalition.
6. Conduct needs assessments within the community to clearly define local conditions and comprehensive strategies designed to address community-level change.
7. Monitor progress of the Connect Evergreen Coalition utilizing Health Youth Survey Data, Surveys, other data and evaluation tools.
8. Assist coalition members to implement, and revise, as needed, the Strategic Action Plan for the Connect Evergreen Coalition utilizing the seven strategies of community-level change.
9. Secure in-kind donations, and identify and pursue local funding opportunities from individuals, service clubs, businesses, and foundations.
10. Document 100% grant match based on in-kind donations and stakeholders time.
11. Make presentations to service clubs and community groups about the Connect Evergreen Coalition.
12. Track and prepare reports in compliance with grant requirements.

OTHER RESPONSIBILITIES:
1. Perform other related duties as assigned.
2. Participate in staff development opportunities appropriate to the position as they become available.
3. Participate in granting writing efforts.

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:
IBM/PC (clone), typewriter, telephone, photocopy machines, and all other tools and equipment necessary to perform the essential functions as listed above.

MINIMUM QUALIFICATIONS:
1. Associate or Bachelor degree in Social Work, Communication, or a related field preferred; or, equivalent work experience.
2. Two or more year’s experience in a leadership position working with volunteers in a school/community setting preferred.
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. Excellent cross-cultural communication and interpersonal skills with individuals of all ages.
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. Grant writing/reporting and other fund development experience preferred.
11. Demonstrated ability to prepare and compose correspondence.
12. Knowledge of data systems.

Variable Days Per Year (Includes Holidays)
Variable Hrs. Per Day

PSE: _________________________________  Date: ________________

District: _______________________________  Date: ________________

New ☒
Revised Date: 10/09/2017
Classification: Professional Technicians (PSE)
Class: Class IV
Display on Web? Yes

Coalition Specialist