



JOB DESCRIPTION

Date: December 02, 2019
Job Title: Drug-Free Communities Project Coordinator
Organization: DrugFree Idaho
Reports To: Executive Director
Compensation: \$16.00 per hour, health insurance
Hours per Week: 40 hours per week; some evenings and weekends

Job Summary: *This position will be responsible for the day to day coordination and planning of our 5-year Drug Free Communities Grant, along with being a team leader in the reporting and evaluation of said grant. The Grant addresses two major goals: 1) establish and strengthen collaboration among community sectors; and, 2) reduce substance abuse in our community among youth and, over time, among adults.*

Essential Duties and Responsibilities:

- Responsible for coordination of the Drug-Free Communities 12-month Implementation Action Plan with assistance from Executive Director, DrugFree Idaho Board and Coalition;
- Responsible for coordination of the DFC 12-month Implementation Action Plan with assistance from Executive Director, DrugFree Idaho Board and Coalition;
- Collaborates with the Project Evaluator on implementation and collection of data for process and outcome reporting;
- Reports on Drug-Free Community progress, budget, and outcomes to SAMHSA through online portal;
- Assist in developing and conducting substance abuse prevention education presentations to parents, youth and community audiences;
- Performs basic statistical research and writing projects involving data collection, summarization, analysis and design;
- Reviews research proposals and coordinate health related community resource assessments and surveys;
- Assist in planning and executing events and strategies within the community;
- Assist with developing and coordinating strategies for youth volunteers within local schools.
- Effectively communicates through oral and written presentations and correspondences;
- Other responsibilities assigned by Executive Director

Other Duties & Responsibilities:

- May perform basic statistical research and writing projects involving data collection, summarization, analysis and design;
- May review research proposals and coordinate health related community resource assessments and surveys;

- May prepare news releases, feature articles, graphics, brochures, pamphlets, posters, newsletters and other materials;
- Performs other duties as assigned or needed.

Job Specifications:

- Developing, implementing, monitoring and evaluating community service programs; coordinating program activities with multiple agencies and committees.
- Sub-core Areas of Specialization:
 - Substance Abuse Education
 - Substance Abuse Program Implementation
 - Public information dissemination methods.
- Computer Skills
 - Microsoft Office Suite (Word, Excel, Outlook, Publisher);
 - Basic Knowledge of data base management, research and statistical methods,

Other Position Specifications:

- Bachelor's degree in Health Promotion or related field preferred, experience working with volunteers/coalitions helpful;
- Prior experience in substance abuse or drug prevention/education programs preferred;
- Prior experience with grant or contract processes is preferred;
- Possession of a valid Idaho driver's license;
- Background check required.

Travel Requirements:

- Regular local travel, occasional out of state travel is required.

If interested in this position, please email resume to rstevenson@drugfreeidaho.org.