



Coalition Coordinator

Drug Prevention Resources 1 position in Ellis County and 1 position in Dallas County

Summary: Lead community coalition comprised of school district personnel from Waxahachie students, parents, students, community groups, business professionals, law enforcement and other local leaders to collaboratively analyze community wellness/safety needs, advocate for process adjustments as needed and together develop, implement and evaluate social norming campaigns/outreach programs aimed to decrease alcohol and other drug use while positively affecting other wellness-related issues.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Build coalition to include representatives from all community sectors and geographic areas of the community.
- Plan and facilitate regular coalition meetings that empower and mobilize members to incorporate Alcohol, Tobacco and Other Drug prevention (ATOD) into their daily roles, organizations.
- Build collaborative relationships with community, school district staff, prevention partners, policy makers, funding source and target audiences in such a way as to obtain support, cooperation and shared understanding of common expectations, requirements, and goals for service.
- Develop and implement creative, impactful, and relevant outreach programs to variety of target audiences (youth, parents, school staff, community leaders, etc.) as well as social norming campaigns.
- Facilitate ATOD prevention presentations in a variety of settings to variety of audiences.
- Build coalition social media presence and maintain accounts with relevant, engaging content.
- Plan and coordinate professional seminars/workshops with guest speakers for students, parents, school staff as well as prevention/treatment professionals and the community at large.
- Raise in-kind donations, plan, market, and direct community events.
- Prepare annual needs assessment, strategic plan, and implementation plan (in accordance with the Strategic Prevention Framework) as well as assist in contract management by completing monthly performance measure reports and budget estimates.
- Serve on area task forces/advisory committees to represent agency in the community.
- Other duties as assigned, some weekends and evenings.
- Ability to lift boxes up to 30 pounds, possibly more



QUALIFICATIONS:

- Bachelor's Degree or Experience in school or community setting, wellness promotion, alcohol, and drug education and/or marketing preferred.
- Excellent organizational, event conception, and event planning skills.
- Excellent interpersonal skills, boldness to initiate and build new relationships, and ability to motivate individuals based on identified shared values.
- Excellent written and verbal communication skills.
- Ability to prioritize and balance multiple tasks and projects well.
- Knowledge of or ability to quickly learn best practice prevention strategies/models (Strategic Prevention Framework, etc.).
- Must possess technical and evaluation skills necessary to meet data analysis and HHS reporting requirements.
- Must be culturally competent and demonstrate experience working with and connecting to diverse communities.
- Proficiency with Microsoft Office Suite required. Proficiency with tools such as Canva and Prezi preferred.
- Must have ability to become a Certified Prevention Specialist after 18 months of hire.

The position may require some travel, evening, and weekend events.

If interested, reach out to Lucia De La Rosa ldelarosa@drugfreegen.org