

# WE ARE HIRING!

## We are looking for a **Prevention Coalition Coordinator**



Email resume and cover letter to Joseph Butler

at [jbutler@carroll.tn.org](mailto:jbutler@carroll.tn.org)

Applications due October 9th, 2020.

**The Prevention Coalition Coordinator is the primary staff to a State of Tennessee funded project. Carroll County is the formal employer for this position on behalf of the coalition established in Carroll County, TN.**

### Qualifications:

- Bachelor's Degree in Public Administration, Psychology, Public Health, Education, Social Work, Business, or related field. Preferred minimum of 2 years relevant leadership experience in an agency providing prevention services in a community setting
- Preferred: Experience with alcohol, drug, and violence prevention strategies and community development
- Preferred: Experience managing in a collaborative environment, with respect for diverse cultures, a demonstrated effectiveness in building and managing collaborative efforts, and skills in budgeting and administration
- Excellent facilitation and coaching skills and experience supporting/developing staff and collaborative partners
- Experience with data collection/information gathering from multiple sources
- Proven track record of creating positive community engagement
- Excellent communication skills - both written and verbal

### Responsibilities:

- Participate in required, ongoing training and technical assistance sessions
- Work to promote collaboration, leadership, and prevention efforts in the communities of Carroll County by engaging community members, business leaders, and agencies in the development of unified goals, objectives, and strategies
- Assist Coalition members with administrative tasks required for increasing the visibility of the coalition
- Assist Coalition members to expand organizational membership to include active representation from all community sectors
- Establish and promote community participation in prevention activities, leadership, ownership, and decision making.
- Work collaboratively with all participating agencies and community partners to develop and maintain contract compliance, written memorandum of understanding, protocols, and all necessary information for planning resource coordination for prevention efforts.
- Work with inter agency work groups to solve problems, find new ways of integrating services and promote institutional change
- Facilitate the development (alongside the Prevention Coalition) of a county-wide measurable plan for substance abuse prevention, utilizing the Strategic Prevention Framework (SPF) model
- Establish and maintain positive working relationships with participating agencies, referral sources, state and local partners, and other community groups
- Establish and maintain current, accurate, and confidential records, statistical data and outcome monitoring systems for purposes of reporting, contract management, and grant funding
- Prepare and deliver written and oral reports to funding sources, collaborators, and community groups
- Perform administrative responsibilities including staff support for Coalition meetings, contract coordination and accountability, volunteer coordination, and development of training and other resources for volunteers and collaboration partners
- Travel within Carroll County, with some overnight/statewide required
- Perform other duties as assigned