Social Development Research Group

Position Description

**Community Coordinator –100% (contingent on funding)**

##### Community Youth Development Project

#### BASIC FUNCTION

The Social Development Research Group (SDRG) is conducting a five-year experimental study to examine the effects of Communities That Care® (CTC) prevention operating system on community prevention services and on levels and trends in risk, protection, drug use, violence and antisocial behavior among adolescents in grades 4 through 12. The project will be a joint effort of SDRG and state prevention agencies in Illinois, Kansas, Colorado, Maine, Oregon, Utah, and Washington.

The project will hire one Community Coordinator for each of the 12 intervention sites located in the 7 participating states. The Community Coordinator will be responsible for the day-to-day operations of all CTC activities at the site which includes community mobilization and assisting in developing a comprehensive strategic prevention framework. S/he will be the liaison between the community and SDRG investigative team. The positions will be based in the communities and will report to the Intervention Specialist based in Seattle. We currently have a position open in Old Town, Maine.

### **RESPONSIBILITIES**

The Community Coordinator for each site will:

* Work with Intervention Specialist and training subcontractors to create a community prevention board. Facilitate recruitment of community prevention board members and ensure that composition of board includes appropriate community agencies, entities and individuals.
* Arrange CTC training workshops for community prevention board members.
* Facilitate delegation of community prevention board tasks, including but not limited to collecting, organizing, and analyzing data; community outreach and public relations; and board meetings. Lead discussions related to project planning and maintenance.
* Work with community prevention board members, members of the larger community and SDRG investigative team to develop and implement a comprehensive community prevention plan.
* Work with Intervention Specialist to establish systems for the community prevention board to monitor the implementation of selected interventions.
* Oversee implementation of the preventive interventions selected by the community prevention board.
* Coordinate efforts to solve local problems and assist in implementing solutions.
* Coordinate dissemination of CTC information to key leaders, schools and other youth service providers and the public.
* Represent CTC to the larger community, serving as the primary community contact for CTC activities.
* Make presentations and train community board members for community outreach.
* Assist in writing grant proposals, reports, concept papers and other materials needed to obtain continued/increased funding.
* Develop and manage budget.

## REQUIREMENTS

* Bachelor’s degree with at least three years’ related experience; or equivalent education and experience.
* Demonstrated ability to form relationships with strategic partners, e.g., government agencies, non-profit agencies, schools, and business and faith-based communities.
* 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.
* Demonstrated ability to identify problems, develop solutions and take the lead in solving problems.
* Must possess strong group facilitation skills and experience.
* Must be self-directed, as well as a team player.
* Must have excellent organizational and multi-tasking skills.
* Local and occasional out-of-state travel required.
* Working knowledge of Word, Excel and ability to work with database programs such as Access.

### **PREFERRED**

* Ability to develop and manage budgets.
* Ability to understand and prepare grant applications, and concept papers.
* Experience in project management and/or strategic planning such as program development, developing and evaluating outcomes, conducting data analysis and evaluation, developing operations and marketing plans and developing timelines.
* Understanding/working knowledge of youth-serving systems and agencies.
* Ability to work with youth boards and representatives.
* Familiarity with local community; experience with prevention efforts in this community*.*

**HOURS**: Flexible hours. Some evenings and weekends required.