

## JOB DESCRIPTION

**Title:** SPIFFY Coalition Coordinator

**Department:** Healthy Families and Community

**Reports to:** SPIFFY Manager

**FLSA Status:** Exempt

**Salary Range:** \$58,000 - \$70,000, 40 hour work week

**Purpose:**

The SPIFFY Coalition Coordinator will work collaboratively with coalition partners, including youth, and staff to plan, facilitate, implement, and evaluate evidence based prevention strategies aimed at reducing youth substance misuse in Hampshire County.

**Essential Functions:**

- Utilizing the Strategic Prevention Framework, support the SPIFFY Manager in shaping the coalition strategic planning process.
- Develop and implement strategies to prevent youth substance misuse in Hampshire County and ensure equal participation and leadership by underrepresented stakeholders, including those most impacted by substance use.
- Prepare agendas, procure supplies, coordinate outreach, facilitate meetings, record minutes, and conduct follow-up for coalition and community meetings.
- Engage and orient new and diverse partners, including youth, to ensure broad stakeholder participation in the work of the coalition.
- Maintain communication with partners through mailing lists and social media, vetting and sending resources and information, and responding to any requests for information.
- Support SPIFFY's Public Health Data and Evaluation Specialist in their research and evaluation goals, which include the development and monitoring of measurable outcomes and objectives, designing and implementing community assessments, collecting and analyzing data, and preparing written reports.
- Work to align strategies and support program implementation across coalitions and school districts.
- Maintain up-to-date reports and records as required by coalition grant requirements and meet all related reporting deadlines.

- Apply CES' social justice and equity principles to ensure that participatory research, health equity, and anti-racism and community-driven decision-making are integrated into every aspect of program assessment, development, implementation, and evaluation.
- Collaborate with internal and external stakeholders to build a coalition that will change relationships of power and social inequity within the communities of Hampshire County.
- Work toward Prevention Specialist Certification.
- Other duties as assigned.

### **Preferred Qualifications\***

*\*We invite and encourage candidates who do not meet the qualifications stated below to share with us, as part of the application process, how their background, experience and/or practice has prepared them for the responsibilities of this position.*

- Bachelor's Degree in public health, public policy, social work or related field, **and 5 years experience**
- Knowledge of public health science-based prevention models, especially regarding teen substance abuse prevention.
- Understanding and experience with youth development and anti-adultist frameworks.
- Experience with building local coalitions, municipal partnerships and other forms of community organizing
- Understanding of the role of policy, systems, and environmental change strategies in changing behavior
- Understanding of systems of oppression, how they intersect, and how they affect people in communities
- Ability to work independently and as part of a team
- Ability to manage multiple projects
- Outstanding communication skills, including the ability to listen deeply and respond respectfully across differences in power, privilege, culture, and language
- English/Spanish bilingual preferred

### **Physical Demands:**

- Ability to multi-task and respond to demanding job duties with a positive mindset.
- Must be able to enter, exit, and move through and between locations throughout the day.
- Position requires the ability to operate a computer keyboard and other office equipment.
- Some physical effort required to travel to meetings, training programs and community outreach work. Occasionally may be required to move about the community for extended periods of time at events and or community meetings.
- Must be able to communicate and converse effectively in real time with youth and adults from multiple backgrounds and cultures.
- Requires the ability to effectively handle job stress in the performance of duties.

**Work Conditions:**

- Work at home and in the community.
- Requires working a flexible schedule that may include in-state travel, evening and weekend meetings.

**Terms of Employment:**

- Full time (40 hour week), year-round position, flexible daytime hours with some evening work.
- Position is eligible for employer subsidized health, dental, life and LTD insurances, as well as other benefits described in the CES employee handbook

CES is an equal opportunity employer and is particularly interested in candidates from a diverse range of cultural, ethnic, and racial backgrounds. We are especially interested in candidates whose backgrounds are well-suited to understanding and addressing the needs of the diverse populations we serve.