

## **PART-TIME COALITION COORDINATOR FOR THE NORWALK PARTNERSHIP (TNP)**

**Position Title:** The Norwalk Partnership (TNP) Project Coordinator

**Reports to:** Prevention Director, Positive Directions

**Job Type:** 20 hrs/wk, primarily online. 2 in-person meetings a week at local high schools. Occasional evenings or weekends.

**Compensation:** Up to \$18 per hour. Opportunity to gain experience in the field of substance use prevention and to contribute to positive youth development in the community.

**NOTE:** This is a grant-funded position.

### **Essential Duties:**

This position coordinates and supports The Norwalk Partnership (TNP), a community coalition to prevent substance misuse in youth and young adults in Norwalk. It is funded through a federal grant held by Positive Directions – The Center for Prevention and Counseling.

1. Administrative:
  - a. Coordinate meetings of the TNP leadership team, including emailing invitations, calendar appointments, agendas, and minutes.
  - b. Provide administrative support to the TNP coalition and its committees, including tracking participation, producing minutes, keeping time, making and blasting out blog posts with meeting reminders.
2. Communications:
  - a. Take the lead in planning social media.
  - b. Draft communications such as press releases, blog posts, parent guides in collaboration with Prevention Director.
  - c. Work collaboratively on the design and development of website, monthly newsletter, slideshows, infographics, etc.
3. Work with teens:
  - a. Support teen interns in planning and implementing substance use prevention and mental health promotion activities in the local high schools.
  - b. Attend two weekly high school club meetings in Norwalk.
  - c. Coordinate with other local youth-serving groups such as School-Based Health Centers, Youth Business Initiative, SMART Recovery, Center for Youth Leadership, as appropriate.
4. Other:

- a. Attend Positive Directions monthly staff meeting.
- b. Attend / support community events such as resource fairs, dissemination of materials, etc.
- c. Other duties as requested.

This position is required to attend monthly meetings of the local prevention coalition to share youth perspectives. Meetings are online for the foreseeable future. Any required travel will be reimbursed.

**Requirements:**

- Willing to serve as a leader and peer role model to youth, with particular emphasis on avoiding substance use under age 21.
- Good interpersonal skills, comfortable working with diverse populations.
- Successful experience working with middle &/or high school aged youth.
- Self-motivated, able to take initiative.
- Proficient in social media.
- Public speaking skills or interest in strengthening skills.
- Foreign language skill (Spanish or Creole) a plus.
- Graphic design skills a plus.
- Past personal or family experience with substance misuse or mental illness a plus.

**Apply:** Submit cover letter and resume to Margaret Watt at [mwatt@positivedirections.org](mailto:mwatt@positivedirections.org). No calls, please.

*About Positive Directions: Positive Directions – The Center for Prevention & Counseling, is a nonprofit behavioral health organization located in Westport. Positive Directions working across the continuum of prevention, treatment, and recovery supports to support individuals and communities around mental health and substance use. The Prevention Division, where this position is housed, focuses on preventing substance use, with primary projects in Norwalk and Westport.*

*Positive Directions is an Equal Opportunity Employer. We actively seek and value diversity in our hires.*