**Job Description: Program Director (PD)**

**Reports to:** SHCC Chair, Steering Committee and Cohasset Health Director

**Compensation and** **Benefits**- $51,000, full-time (40 hours), year round position

Position is grant funded for 5 years (Drug-free Communities Grant)

**Position Summary:** The Program Director will be responsible for the implementation of the federally funded Drug Free Communities grant and for the day-to-day management of the activities of a growing, community-based coalition that seeks to reduce youth substance abuse in Cohasset, MA. The PD will apply current theories, techniques and practices of substance abuse prevention and demonstrate skills in implementing evidenced-based programs and activities in the community that reflect best-practices. Projects will include adult and youth education programs, community events, capacity and coalition-building, communication/public relations, policy development, and implementation.

**Essential Job Functions:**

* Communicate the Safe Harbor Cohasset Coalition’s goals and mission to all constituencies
* Oversee day to day operations of the coalition involving all activities, meetings, trainings, presentations, youth and parent surveys and evaluation assessments while building coalition capacity
* Expand coalition’s communications plan, using a myriad of Social Media platforms etc.
* Serve as lead in identifying and evaluating existing policies within the community that address youth access to alcohol, tobacco and other drugs (ATOD)
* Facilitate development of and management of the Strategic Action Plan
* Identify and respond to grant opportunities
* Facilitate coalition communication, data collection, research, and the distribution of materials to the community via media outlets and other engagement opportunities.
* Demonstrated ability to deal tactfully and appropriately with the general public and town departments
* Collaborate with coalition members and related agencies for ongoing assessment and evaluation of processes and initiatives.
* Coordinate daily grant compliance activities, reporting programmatic and financial requirements. Write and submit annual Continuation grants
* Manage PC work activities, hours, and work output.
* Attend trainings to keep abreast of local and national trends surrounding substance abuse prevention and Public Health policies including some out of state travel as required in the DFC Grant- New Grantee meeting and Coalition Academy
* Other responsibilities as needed to fulfill the mission, goals, objectives, etc.

outlined in the Town of Cohasset (Grantee) and Safe Harbor Cohasset (Coalition) DFC Grant application as well as any requirements set forth by the ONDCP.

 **Qualifications and Requirements:**

* Bachelor’s degree in related field; and Master’s degree in Social Work, Public Health or equivalent preferred; and 3-5 years of experience working in the human service or public health field or any equivalent combination of education and experience.
* Excellent verbal, written and communication skills
* Knowledge of evidenced-based substance abuse prevention strategies
* Working knowledge of grant writing, budget preparation and grant management and reporting.
* Experience in examining and applying research and science including knowledge of surveys and data collection
* Fiscal management experience
* Experience in community organizing, including working with diverse populations
* Experience in conducting research including data collection
* Proficiency in Microsoft Office Suite Programs: Word, Excel and Power Point and familiarity with statistical software.
* Flexibility in scheduling is required in order to meet the needs of the Department and program.

**Job Description: Project Coordinator (PC)**

**Reports to:** Program Director and Safe Harbor Cohasset Coalition Chair, Steering Committee

**Compensation:** Salary: $19,760, Part-time position (19 Hours/week) year round

Position is grant funded for 5 years (Drug-free Communities Grant)

**Position Summary**: The Town of Cohasset seeks an individual with strong organizational skills to join the Safe Harbor Cohasset Coalition team. Ideal candidates will have a background in public health, prevention, social work, or youth development. Must enjoy the fast work pace of a growing coalition, working to create change and reduce substance use disorders in the community. Intimate knowledge of project management and social media are required.

**Essential Job Functions:**

* Grant-related record-keeping and finance
	+ Process accounts payable
	+ Monthly draw-downs from Grant Payment Management System
	+ Maintaining a master project schedule, appropriate DFC documentation
	+ Track grant budget and in-kind contributions
* Support the Execution of Coalition Action Plan
	+ Create project plans with various working groups (school subcommittee; teen programming, etc.)
	+ Assist with event planning and logistics
	+ Track Progress against Action Plan strategies
	+ Collect survey, marketing and social media data-present to PD
	+ Recruit/Manage volunteers and Subcommittee members
* Communications
	+ Recording secretary for Open Coalition Meetings (minutes, agenda)
	+ Manage PR for Coalition events (Write press releases, create fliers, school channels, social media)
	+ Manage Constant Contact Database and send Coalition newsletter updates
	+ Update and maintain SHCC website, Facebook and Twitter
	+ Regular outreach to Sector representatives and community groups

Responsibilities include some local travel to regional conferences and trainings, such as Norwell, Canton, Boston, and Worcester, approximately 2 times per month. During the first year of employment, there are three separate weeks of out-of-state training that you are required to attend- CADCA's National Coalition Academy. Candidates must be available to travel (Sunday evening through Friday afternoon) on three separate weeks.

**Qualifications and Requirements:**

* 2-3 yrs. Project Management experience
* Benchmark organizational ability
* Written communications capability
* Ability to manage multiple objectives and prioritize
* Strong facility with multiple social media platforms and data analysis
* Strong analytical skills and knowledge of data collection techniques
* Working understanding of WordPress, Survey Monkey, Mail Chimp/Constant Contact Administration
* Strong working knowledge of MS Office Suite and QuickBooks and social media marketing
* BA/BS required