



## **REACH Coalition- Youth and Communications Coordinator Position Description**

REACH, Calumet County's substance misuse prevention coalition, focuses on reducing alcohol, nicotine and other substance misuse to protect the health, safety and quality of life for all, especially children.

This position is currently being recruited as part-time, 20 hours per week.

### **Duties and Responsibilities:**

The Youth and Communications (Y-C) Coordinator will chair the REACH Coalition Youth Workgroup and Communications Workgroup. The Y-C Coordinator will guide and support the Youth Workgroup, will work to recruit and retain youth members, and will assist with youth-led prevention activities. The Y-C Coordinator will execute a comprehensive youth-focused communications strategy (in coordination with the Communications Strategist), to manage REACH's digital presence to ensure timely, accurate, and up-to-date information is readily available to followers. The Y-C Coordinator will keep the REACH website current and will post engaging social media messages, with Youth Workgroup members as key contributors.

### **Qualifications:**

Education—Bachelor's Degree in Health and Human Services, Health Education, Communications or a related field preferred

Experience—at least one year of professional experience working with youth in a community-based setting preferred

### **Supervisory Relationships:**

N/A

### **Skills and Knowledge Required:**

Possesses strong verbal and written communication skills, including proficiency in using social media; demonstrates effective project and time management skills; is enthusiastic about working collaboratively with middle and high school youth; and is willing to learn and apply new knowledge

### **Personal Qualities Required:**

Ability to work professionally and cooperatively with coalition members and other community partners, especially youth; ability to take direction from the Program Director and Project Coordinator; ability to self-motivate, be organized and successfully multi-task.

**Travel Required:**

Frequent travel within Calumet County, occasional travel to other parts of Wisconsin, and infrequent travel to other states

**Salary and Hours Worked:**

Salary is commensurate with experience. This half-time position will require approximately 20 hours of effort per week, or a total of 1,040 hours per year; normal work hours are daytime, Monday-Friday, but some evenings and weekends will be required.

**To apply, submit cover letter and resume to:**

Wendy Vander Zanden, Executive Director  
[wendy@cahlinc.org](mailto:wendy@cahlinc.org)