



**Barrington's Prevention Coalition**

## **Municipal Coordinator Position**

**Job Title:** Municipal Coordinator Barrington Prevention Coalition

**Summary:** Provide leadership to the municipal prevention coalition

Position is part time, approximately 26-30 hours per week. This is a contract-based position, with some benefits funded on a reimbursable basis (taxes, retirement savings, medical). This position is grant funded, and future employment is contingent upon available funding. The office is located in Barrington Town Hall. All work will be performed in the office for the first 90 days, at which point, consideration may be given to a hybrid schedule with some hours worked remotely, if desired. Schedule is flexible and includes some occasional nights and weekends. The Coalition Coordinator is governed by the BAY Team Advisory Board and supervised by the East Bay Regional Prevention Co-Directors.

- Lead and support Barrington Municipal Coalition, including recruitment and retention of members and facilitation of monthly meetings.
- Collaborate with municipal, school, and community partners
- Follow municipal work plan and develop new plan, as needed
- Coordinate the local administration of the Rhode Island Student Survey (RISS)
- Recruit youth members for the East Bay Youth Council.
- Maintain a copy of all records pertaining to costs and expenses.
- Recruit members for and represent Barrington in the East Bay Regional Coalition and partner with regional staff and/or other communities for regional events
- Manage social media and create, implement and monitor a comprehensive communications plan, including live presentations.
- Monitor community events and meetings and participate as a local expert
- Create and manage budgets and actively seek additional funding sources
- Monitor trends, research, and data, and assess emerging products and report relevant findings to coalition and community.
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### **SKILLS AND ABILITIES**

- Develop and maintain professional relationships with local officials, other prevention specialists, local organizations and the community.
- Proficient in Microsoft Word, Excel, Google Suite, Drop Box
- Proficient in social media platforms
- Excellent communication skills: verbal, writing, presentations
- Ability to manage a budget
- Grant writing experience preferred
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### **CERTIFICATION AND EDUCATION**

- If not already certified as a prevention professional, apply for and receive Associate Prevention Specialist (APS) or Certified Prevention Specialist (CPS) within the first year of employment
- Minimum of bachelor's degree or equivalent, master's preferred

To apply, please send resume and cover letter to: [dalves@barrington.ri.gov](mailto:dalves@barrington.ri.gov) by 8/12/22