Town of Ware/Quaboag Hills Community Coalition (QHCC) Substance Use Task Force
Project Coordinator Job Description

Description of Duties and Responsibilities: The Project Coordinator works with the Program Director and QHCC Substance Use Task Force to ensure that the goals and objectives of the Task Force and the federal Drug Free Communities (DFC) grant are achieved. The goals of the DFC grant are: 1) establish, strengthen, and sustain community collaborations to prevent and reduce substance use among youth; 2) reduce substance use among youth and, over time, reduce substance abuse among adults by addressing risk and protective factors that influence substance abuse. The Project Coordinator oversees all operations of the Task Force including member recruitment, fund raising, public relations, communications, documentation of work, reporting, and project implementation. Facilitates community partners in processes to conduct strategic planning and guides the Task Force to develop its comprehensive DFC Action Plan. The Project Coordinator is responsible for continually building the capacity of and sustaining the Task Force, insuring the required DFC sector representation and participation, and is responsible for assisting with fiscal oversight, record-keeping functions, and program reporting. Identifies and implements evidence-based, proven environmental strategies to prevent underage drinking and drug use congruent with the Task Force’s Action Plan and Logic Models.

Qualifications and Experience for the Position: B.A. or B.S required, Masters Degree in Public Health or related field preferred. Prior experience in leading community coalition-building, student health data collection and analysis, strategic planning and interventions for substance use prevention, and meeting facilitation.

Skills, Knowledge, and Ability: Knowledge of evidence-based, public health prevention models and prevention science, especially regarding youth substance use prevention; Skilled at program evaluation, data collection and analysis; Experience in building local coalitions and task forces; Strong facilitation and presentation skills; Excellent writing skills, including reports and promotional materials; Broad knowledge of the workings of municipal government; Computer skills including knowledge of social networking tools.

Personal and Professional Qualities: Demonstrates: sensitivity to, and awareness of cultural, racial, ethnic, and social diversity including LGBTQ; awareness of community strengths and culture; initiates activities appropriate to those local conditions; ability to interact with a variety of stakeholders including parents and youth; uses performance feedback from supervisors and staff evaluation process to improve proficiency and skills; ability to work independently and as part of a team; ability to maintain objectivity and fairness.

 Supervision/Supervisory Relationships: Works under administrative direction of the Program Director and direct supervision of the town of Ware. Position is a Ware town employee.

Travel and Other Requirements: Travel to new DFC grantees meeting, CADCA Academy, and at least one national meeting or conference per year is required. Travel to local, regional and state-wide meetings, conferences/workshops is required. Minimal physical effort is required to perform the duties under typical office conditions.

Salary and Hours: Full-time, 1.0 FTE, 37.5 hours per week, annual salary range of $40,000-$45,000. Hours are primarily 9-5 Monday through Friday; some evening/weekend meetings and events.

To apply for the position, E-mail a Cover Letter and Resume to:
Stuart Beckley, Ware Town Manager; sbeckley@townofware.com

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