A. **Primary Purpose of Position**

The primary purpose of this position is to manage a coalition-based, environmental approach to reducing high-risk drinking in [city/county]. This position will develop a (and/or enhance an existing) community coalition, facilitate the development of the coalition’s strategic plan, and manage the implementation of this plan. The successful candidate will work closely with the community coalition leadership and NCCI Coordinating Center at WFUSM to ensure grant requirements are met.

B. **Description of Responsibilities and Duties**

35% 1. **Coordinate Community Coalition**
   - Recruit community members for the coalition, including community groups, law enforcement, local businesses and city/town officials
   - Develop coalition leadership
   - Facilitate strategic planning process for the coalition
   - Conduct regular community coalition meetings
   - Provide on-going training for community coalition members on the environmental change model and media advocacy
   - Periodically assess coalition training needs, including knowledge and/or skills that are needed to improve functioning

35% 2. **Manage the implementation of the coalition’s strategic plan**
   - Facilitate strategic planning process, including the coordination of community needs assessments
   - Consult with NCCI Coordinating Center about best and most promising practices
   - Coordinate the implementation of actions described in strategic plan
   - Facilitate and coordinate coalition policy and media advocacy activities
   - Monitor effectiveness of implementation activities
   - Participate in periodic trainings coordinated by NCCI Coordinating Center to build skills and content knowledge

15% 3. **Serve as liaison with NCCI Coordinating Center and to keep parties informed about coalition progress**
   - Consult closely with WFU team about coalition development, progress on strategic plan, training needs, etc.
   - Participate in monthly conference calls with Center staff and other NCCI grantees
   - Coordinate periodic site visits between Center and coalition

10% 4. **Assist Coordinating Center in data collection and management for NCCI grant**
   - Prepare progress reports on semi-annual basis for Coordinating Center
   - Work closely with WFU team as they develop and implement protocols for process and outcome data collection
   - Maintain regular contact with WFU team to ensure data collection occurs efficiently

5% 5. **Manage administrative records and reports**
   - Prepare progress reports as needed for the coalition and community
   - Be advised of program budget and keep current records of all expenditures and balances; submit invoices as described in contract
C. Knowledge, Skills and Abilities:

This person needs a combination of commitment, social capital, community organizing and leadership skills to effectively build a broad-based coalition of community citizens, leaders and groups and to manage its activities. The ideal candidate will possess the following skills and experience:

- Proficiency in the environmental model of social change
- Skills and experience in media and policy advocacy
- Skills and experience in community organizing
- Experience with facilitating meetings
- Expertise in managing groups with diverse interests and viewpoints
- Strong communication skills, including making public presentations
- Effective organizational skills; can follow-through with details
- Connections in various sectors of the community (social capital)
- Sufficient number of years in this community to understand their cultures and navigate their bureaucracies
- Experience implementing environmental strategies
- Proficiency in computer use (word processing, spreadsheets, presentations)

D. Minimum requirements:

Bachelor’s degree (master’s degree desirable) in human services field such as health education, counseling, social work, psychology, sociology, education, mass communications, etc. Several years experience in community organizing and/or working with groups to plan and implement social change programs. Background in substance abuse, tobacco control or health education programming is desirable.

E. Supervision and direction received by employee

Position will be supervised by and report directly to [___]. Coalition leadership will consult with WFU team to implement intervention according to grant guidelines. Position will receive guidance from WFU staff for issues related to implementation of and fidelity to intervention.

Position will be housed in [__]. The position’s office space will be located in/at ____.

F. Work schedule

This [at least half-time] position will require a flexible work schedule with some evening and possible weekend hours. This person will need to be available to attend coalition meetings and special program events that may be scheduled after the usual school hours, and to travel to periodic off-site trainings and conferences.

G. Salary Structure

Salary is negotiable.