



NANTUCKET ALLIANCE FOR SUBSTANCE ABUSE PREVENTION COALITION

Lead Fiscal Agency: Family & Children's Services of Nantucket County, Inc.
dba Nantucket Behavioral Health Services

JOB DESCRIPTION

Title: Drug Free Communities (DFC) Support Program **ASAP Coalition Coordinator**

Qualifications: Degree in human services, public health, social work, public administration or related field plus three years experience, or commensurate combination of education and experience. Experience in community organizing, adolescent health, youth development, prevention (specifically substance abuse prevention), coalition building, and program development, management and evaluation. Familiarity with science-based prevention programming. Demonstrated ability to organize, coordinate and collaborate with cross-sector community coalitions. Strong communication skills. Demonstrated ability to work with diverse populations. Bilingual and bicultural preferred. The Coordinator must be available for evening and weekend work as needed. The Coordinator must be cleared through CORI procedures.

Responsible to: Lead / Fiscal Agency–Executive Director, Family & Children's Services
Coalition–Executive Director, Alliance for Substance Abuse Prevention, Inc.

Duties & Responsibilities: The Coordinator is responsible for overall coordination and development of the Nantucket DFC Program, including to:

- ♦ Work with Health Imperatives, Inc. (SCHC), ASAP Board of Directors and Coalition to develop and implement a logic model, strategic plan and annual work plan for DFC.
- ♦ Develop, expand and maintain the membership and environmental initiatives and strategies of the Communities Mobilizing for Change on Alcohol (CMCA) Strategy Team.
- ♦ Attend all ASAP Coalition and Board of Director meetings.
- ♦ Establish and maintain productive and effective relationships with ASAP Coalition and Board of Director leadership and membership, key client representatives, and partner organizations.
- ♦ Provide leadership in developing effective community-wide youth development programming, and participate in local, regional, and statewide planning and coordination meetings.
- ♦ Establish a core group of youth leaders to act in an advisory capacity to DFC project.
- ♦ Coordinate peer leadership trainings for youth leaders.
- ♦ Coordinate or oversee workshops, trainings, conferences and other DFC activities.
- ♦ Develop and oversee the budget (in partnership with FACS and ASAP) for DFC and related contracts.
- ♦ Oversee the process and management of DFC subcontracts.
- ♦ Promote, develop and implement culturally competent, science-based alcohol, tobacco and other drug (ATOD) prevention and youth development practices, in a diverse rural setting.
- ♦ Enhance staff and subcontractor performance in delivering DFC services, cultural competence and customer service.
- ♦ Ensure timely and high quality completion of all contract deliverables, including work plans, reporting and community programming.
- ♦ Develop mechanisms for ongoing evaluation of DFC functioning and programming.
- ♦ Act as spokesperson for DFC/CMCA in coordination with the Alliance for Substance Abuse Prevention Coalition.
- ♦ Other responsibilities as assigned by the Alliance for Substance Abuse Prevention Board of Directors/Coalition and lead / fiscal agency, Family & Children's Services of Nantucket.
- ♦ Must have access to reliable, dependable transportation.