

# Alice Aycock Poe Center for Health Education

## Position Description

**Title: Substance Use Prevention Coalition Coordinator for Fuquay-Varina, NC**

**Type: Full Time, 40 Hours per Week, with Benefits.**

**Reports to: Substance Use Prevention Director**

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**Apply:** Interested parties should send a resume and cover letter to Virginia Johnson.

[V.Johnson@PoeHealth.org](mailto:V.Johnson@PoeHealth.org)

**Application Deadline:** Tuesday, January 7, 2020

The Poe Center Health Educators deliver consistent, high quality health education to children PreK-12 and their families. The Poe Center offers curriculum for five broad health education topics: general health, family life, dental health, substance use prevention, bullying prevention and nutrition/physical activity.

### **Position Summary:**

Under the direction of the Substance Use Prevention Director, the Coalition Coordinator provides oversight and leadership in the development, implementation, reporting and evaluation of the collaborative substance use prevention efforts in target community. (S)he collaborates with other community, county, state, and federal partners. (S)he facilitates prevention strategies including environmental, community based process, recurring education, and information dissemination with the Management Team. This position is full-time, 40 hours per week, with benefits.

### **Qualification Requirements:**

- A Certified Substance Abuse Prevention Consultant preferred
- Minimum of two years experience in community coalition work including policy advocacy, community mobilization, substance use prevention community strategies.
- BA or BS required
- Experience in grant writing, monitoring, and reporting required.
- Experience in program evaluation is preferred.
- Computer literacy including G Suite, experience with online reporting systems and data management required.
- Demonstrated excellence in written, oral and interpersonal communication skills.

### **Major Duties and Responsibilities:**

- Lead and direct implementation of the substance use prevention contracts of six core prevention strategies, including deliverables, evaluation, data collection and management, and reporting.

- Monitor the development and implementation of strategic community planning process.
- Lead in the development and implementation of environmental and community-based strategies.
- Oversee implementation of social marketing campaigns.
- Attend all required meetings.
- Proficiency in the use of educational and office technologies, including, but not limited to Microsoft Word, PowerPoint and Excel.
- Ability to make independent decisions and manage various responsibilities with minimal supervision.
- Ability to develop clear, concise program goals, objectives, work plans and reports.
- Ability to work effectively as a team member in a diverse workplace.
- Ability to lift up to 15 pounds.
- Ability to travel and work non-traditional hours.
- Adherence to the policies and procedures.
- Deliver required data within the deadlines and upon request.
- Other duties as assigned by supervisor.