



## **Program Coordinator Job Description**

### **Our Mission and Vision**

We envision a healthy community that empowers youth. Our mission is to foster a future through education, connection, and community collaboration where youth receive the support they need to build resiliency, overcome behavioral health challenges and lead healthy lives free of substance abuse.

### **Our Actionable Goals**

- **Educate and Empower:** Support or provide accessible, evidence-based education programs to equip youth with the knowledge and skills necessary for their behavioral health and well-being which can include: mental health awareness, emotional intelligence, resiliency, substance use, and coping skills.
- **Connect Resources:** Identify existing resources and resource gaps to strengthen a comprehensive network of community partners that ensures youth and their families can easily access the support and services they require.
- **Community Commitment:** Engage community members, volunteers, and donors in our mission, fostering a sense of commitment to the well-being of youth and creating a supportive, interconnected community.

### **Position Overview:**

Supervised by the Project Director, the Program Coordinator works with local organizations, community members and schools to facilitate substance abuse prevention based on the Center for Substance Abuse Prevention Strategies. This is a full-time position; 40 flexible hours a week to meet the needs of the community.

This position is responsible for facilitating the Drug Free Communities strategic work plan as described in the grant document such as developing community partnerships; recruiting new coalition members; coordinating community Town hall Meetings and other coalition events, partnering with volunteers, youth, schools, youth-serving organizations and other community based stakeholders.

The Program Coordinator serves as liaisons between the Bitterroot Cares Prevention Coalition and community partners. Outreach is a key component of fulfilling this position.

**Position Responsibilities:**

- Assist Project Director in planning, coordinating and conducting educational and training activities in implementation of the DFC grant objectives.
- Develops training, reference materials, and workshops for coalition and community members and activities.
- Develops quarterly and annual Community Prevention Reports and maintains consistent media presence.
- Build capacity and coordinate Prevention Coalition
- Supervises Youth Prevention Specialist and program volunteers
- Collaborates with agency leadership, health and education partners, local businesses, community-based organizations, and the media to promote coalitions' mission and goals.
- Spearhead or assist in community outreach, which includes but is not limited to, substance use awareness campaigns such as Red Ribbon Week, Overdose Awareness Rally, health fairs, business expos, parades and other community events for the purpose of building community awareness and cooperation and providing anti-use messages.
- Attend training, seminars, workshops, and classes to achieve required credentials
- Frequent local travel within Ravalli County with occasional state-wide travel for conferences or training. Consequently, the incumbent must always maintain valid Driver's License and insurance coverage on personal vehicle.
- One out-of-state conference is required per year- travel and lodging will be covered.
- Potential to be trained in grant management and reporting.

**Required Qualifications, Experience and Skills:**

- Bachelor's or Master's degree in Social Work, Education, Social Science, Public Health, or related field is preferred. An equivalent combination of education and experience can be considered.
- Experience in social services program management
- Demonstrated facilitation and public speaking skills
- Strong interpersonal skills, cultural competence, and ability to work effectively with youth and adult volunteers in a collaborative, team-oriented approach
- Ability to organize, plan, and manage multiple tasks
- Ability to manage time efficiently and meet deadlines
- Skill in the use of personal computer, word-processing, spreadsheets and database programs, web-based resources, social media, and modern office and presentation equipment
- Strong relationship builder and communicator with experience leading diverse work teams, developing an organization-wide strategy for program excellence, and engaging community partners
- Passionate about Bitterroot Care's mission and vision and able to promote and communicate the philosophy and values of the Bitterroot Cares Prevention Coalition to external and internal stakeholders
- Pre-employment criminal background check and drug screening are required
- Substance Abuse Prevention Skills Training (SAPST) must be completed within 18 months of employment.
- Grant management, data collection/analysis, and reporting experience strongly preferred

## **Compensation and Benefits**

- \$25/hr, FTE (40 hours per week)
- Comprehensive benefits package including:
  - Employer-paid health insurance premiums
  - Generous paid leave including:
    - Cultural Leave
    - 11 Federal Holidays
    - Birthday and Personal Day
  - Many professional development opportunities
  - Flexible scheduling consisting of both in-person and remote work
  - Optional 4-day work week
  - One-On-One Coaching

*\*This is a grant funded position with a length of 1-5 years, with the possibility of funding extension up to 10 years. The grant is currently held under a fiscal agent and as such, employees will be contractors until the time when the grant can be held under the coalition's nonprofit.*

## **Diversity and Inclusion:**

Bitterroot Cares is committed to a policy of equal employment opportunity and does not discriminate in the terms, conditions, or privileges of employment on account of race, age, color, sex, national origin, physical or mental disability, or religion or otherwise as may be prohibited by federal and state law. We encourage candidates from all backgrounds to apply, especially those who are passionate about making a difference in the lives of children and families. If your experience doesn't align perfectly with every qualification, we still want to hear from you!

## **Application Process:**

To apply, please submit your resume and cover letter detailing your interest and qualifications for the role to [gabby@bitterrootcares.org](mailto:gabby@bitterrootcares.org).

## **Position Open Until Filled**

