



### **Open Position: Program Coordinator**

The **Speak Up! Prevention Coalition's** mission is to significantly reduce the level of underage drinking and other drug use in Lake Forest, Lake Bluff, and Knollwood.

Speak Up! seeks a **Program Coordinator** to coordinate and implement the coalition's strategic action plan consistent with its 5-year Federal Drug Free Communities grant. Position reports to the coalition's Executive Director and works daily to build the capacity and leverage the resources of the coalition through its members and the organizations they represent. In collaboration with coalition members, the Program Coordinator facilitates communication, provides resources, and helps with planning and coordination of substance abuse prevention strategies and activities.

#### **General Description of Duties and Responsibilities:**

- Coordinate coalition activities, including trainings, surveys, research, programs and other administrative efforts that support coalition members in implementing action plans
- Meet regularly with & monitor progress of action teams; provide support and facilitation
- Support the Governing Board's priorities regarding the coalition's plans and initiatives: organize volunteers, assist action teams with project management & other resources
- Facilitate communication within coalition and the community: distribute meeting minutes, e-newsletters, local media releases, social media networking, and more
- Collaborate with parents, youth, local governments, schools, businesses, churches, media, & others
- Attend all governing board meetings; attend and coordinate all coalition meetings
- Attend trainings on trends and best practices, re: substance abuse prevention and policies
- Maintain accurate records for funding and reporting requirements, including monitoring implementation of action plans, outcome measures, and in-kind contributions
- Oversee fundraising efforts, grant applications, and grant reporting for coalition

#### **Experience Required:**

- 2 – 4 years experience working in the human services field
- Grant writing and administration (federal experience, a plus)
- Fiscal and project management

#### **Additional Experience a Plus**

- Knowledge of substance abuse prevention strategies
- Experience working on a coalition or similar prevention initiative
- Program evaluation and research experience including data collection and analysis

#### **Education Requirements/Skills:**

- College Graduate; Masters Degree in Social Work or Public Health a plus
- Excellent verbal and written communication skills
- Proficiency in Microsoft software including Word, Excel, and Power Point
- Cultural competency and team building

#### **Personal Qualities:**

- Ability provide leadership, network, and build diverse relationships and teams, recruit and motivate volunteers, while exemplifying a passion for prevention and positive youth development.
- Inspire community member participation and contribution; resist urge to "do it all myself"
- Self-starter, goal oriented, work well collaboratively and independently.

#### **Applications & Salary:**

- Position is 30-35 hrs/week during school year, less in summer; \$24 per hour, no benefits except 10 paid holidays
- **Application available at [speakupflb.org](http://speakupflb.org). Email cover letter & application/resume to [Frankbailead@aol.com](mailto:Frankbailead@aol.com) by February 21, 2012.**