

Position Title: Sub-Contractor (10-Hours/Week) :

Municipal Prevention Coalition Coordinator/ South Kingstown

(Position Summary: The Municipal Prevention Coalition Coordinator (MC) is responsible for coordination of all aspects of the municipal coalition; building capacity through collaboration with the Regional Prevention Coordinator (RPC) and other coalition members; collaborate with Regional Prevention Coalition (RPC) to develop needs assessment, strategic planning and programming for the community; participate in required evaluation efforts including the implementation of the RI Student Survey (RISS) in the community's school district; collaborate with RPC to build a sustainability plan.

Essential Duties and Responsibilities: (include but are not limited to):

- Work with the RPC in the development of policies, protocols and procedures and decision-making process for the Regional Prevention Coalition
- Work with RPC to implement needs assessment for the community and the region including shared resources
- Work with RPC to identify support needed by municipal coalitions to carry out prevention plan
- Leverage needed human, technical and financial resources within the region and municipalities
- Convene at least 10 meetings a year of the municipal coalition and attend the monthly regional coalition meetings
- Manage all activities of the municipal coalition.
- Input data into the Mosaix Impact platform, detailing activities within the municipality
- Implement municipal compliance with federal Synar Regulation requirements.

Salary: Up to \$25/hr depending on experience

Requirements for Position:

- Bachelors in Health & Human Services or related field
- Must be willing to attend professional development to keep current certification

To be Supervised by South/Kent Regional Director