

**Coastline EAP/ RI Student Assistance Services JOB DESCRIPTION/ Section: Staff  
Qualification**

**Position Title:** Drug Free Community Grant Project Coordinator

Full Time Position

**Essential Functions:**

1. Provide leadership support for all Kent County Prevention Coalition meetings
2. Develop meeting agendas, meeting notices, recordkeeping and other administrative duties.
3. Ensure all DFC grant record keeping and recording requirements are met.
4. Facilitate the Drug Free Communities strategic work plan as described in the grant document such as developing community partnerships; recruiting new coalition members; and other coalition events, partnering with volunteers, youth , schools, youth serving organizations and other community based stakeholders.
5. Provide leadership in planning and coordinating community and school based education and awareness events, media campaigns, and community/parent outreach.
6. Secure in-kind donations, and identify local funding opportunities from individuals, service clubs, businesses and foundations.
7. Make presentations about the mission and work of the coalition to service clubs and other community groups.
8. Mandatory attendance at required DFC trainings.
9. Serve as a key liaison between Kent County Prevention Coalition and the general public, service providers, boards and interested parties.
10. Develop reports, documents, brochures, newsletters
11. Leverage resources for sustainability of the Kent County Prevention Coalition: research, identify, and prepare applications to obtain funding for various projects, studies, or programs.
12. Develop and maintain a record-keeping system that provides for the proper evaluation, control and documentation of assigned operations. Prepare and submit timely reports, budget and financial operations, and projects and resource development in line with goals and in compliance with the DFCG.
13. Establish and maintain effective working relationships with other coalition, staff, service providers, contractors, public officials, the public, and representatives of other agencies.

**Minimum Qualifications:**

1. Bachelor's degree in Education, Social Services or closely related field preferred. A minimum of two years education in closely related field combined with five years experience in community coalition building and prevention practices can be substituted for Bachelors Degree requirement. Preference will be given to candidates with knowledge in youth substance use prevention, youth prevention programs, prevention principles and experience in coalition building, community mobilization and outreach
2. Working knowledge of Microsoft Office software applications including; Excel, Word, Publisher, etc. Must have exceptional interpersonal relations skills, strong organizational skills and the ability to create and maintain community partnerships.

3. Ability to communicate effectively both orally and in writing and ability to make effective public presentations.

**Preferred Qualifications and Skills**

1. Knowledge of planning principles, practices, and techniques as they relate to human services and community development, with special emphasis on programs and services for at-risk youth and families.
2. Strong operational skills in data collection and analysis, and grant-writing skills.
3. Knowledge and practices of budget development, grant acquisition, and administration.
4. Working knowledge of application and interpretation of federal, state and local rules, regulations, codes and ordinances as they relate to area of assignment.
5. Experience working with youth and school programs.
6. Working knowledge of principles and techniques of program evaluation and monitoring.

**Employment Requirements**

1. Ability to independently initiate, plan and complete work assignments
2. May be assigned to work on both long and short-term projects and have more than one project assignment at any given time.
3. Appear for scheduled work with regular, reliable and punctual attendance.
4. Establish and maintain cooperative, effective, and productive working relationships using tact, patience and courtesy.
5. Effectively plan and organize work and complete tasks within prescribed timeframes.
6. Travel required, reimbursed within travel budget.
7. Ability to lift and carry supplies and/or equipment weighing up to 50 pounds.

**Location:**

Warwick, RI

Submit letter of interest and resume to:

Fabiola Mendes

fmendes@risas.org