



## **Community Health Program Coordinator**

### **Reports To: Prevention Director**

Are you a motivated, organized self-starter who wants to make a lasting impact in your community? We are seeking a part-time Community Health Program Coordinator to join our team. Due to the nature of the position and limited weekly hours, candidates should reside locally or within a reasonable commuting distance. The goal of this position is to prevent the initiation and escalation of substance use among youth and across the lifespan, while actively supporting and promoting healthy, positive lifestyle choices.

### **Benefits:**

For part-time positions – employees will receive paid sick leave in accordance with applicable state and local regulations.

### **General Responsibility:**

The Community Health Coordinator will coordinate projects within Tri-County's SPC Regional Prevention Coalition region (Cranston, Johnston, North Providence, Scituate, and Smithfield). The regional coalition's mission is to promote mental health and prevent substance use across the lifespan by engaging community members, municipalities, schools, health centers, media, and other partners.

In addition to regional duties, the Coordinator will lead Smithfield **municipal prevention coalition**, serving as the primary contact for local stakeholders, facilitating meetings, and guiding coalition goals and activities in line with SPC's mission.

### **Specific Responsibilities:**

- Implement community engagement strategies, deliver resources, and support coalition initiatives.
- Coordinate and facilitate municipal coalition meetings, events, and trainings.
- Build relationships with municipal leaders, schools, and community stakeholders to strengthen prevention efforts.
- Assist with program development, reports, and campaigns.
- Conduct prevention-focused presentations tailored to middle and high school students, college students, and adults.
- Implement Evidenced Based Programs in the school.

### **Qualifications:**

- Bachelor's degree in social work, psychology, health studies, education or related field (preferred).
- Experience working with coalitions, community-based partners, and leadership to implement projects or campaigns.
- Flexibility to work occasional evenings and weekends as needed.

**Special Qualifications:**

- Ability to work independently and as part of a team.
- Knowledge of public health and substance use prevention preferred.
- Strong communication, organizational, and public speaking skills.
- Proficiency in Microsoft Office; graphic design and website familiarity a plus.
- Ability to lift up to 50 pounds.

**APPLICATION PROCESS:** Send cover letter and resume to [Psweet@tricityri.org](mailto:Psweet@tricityri.org). For further information visit [spcprevention.org](http://spcprevention.org)

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