



## **Drug Free Community Coalition**

*A community alliance working toward a healthy, substance-free environment for youth.*

**Job opening: Start Date August 1, 2016**

### **JOB DESCRIPTION**

**Title:** Drug Free Community Program Support Coordinator

- Supervise administrative staff and volunteers associated with Nexus Coalition for Drug Prevention (NCDP) and DFC Program.
- Complete required records and reports for NCDP and DFC quarterly requirements. Review goals and progress toward said goals, to report.
- Meet with NCDP, Friends of Navajo County Coalition Against Drug Abuse, Inc., businesses and community members to maintain focus of program outcomes and goals and to coordinate resources.
- Maintain communications between all affiliated entities, committees and subcommittees, communities, public/media and law enforcement
- Review budgets and certify documents for personnel and financial purposes. Assist with grant administration and submission of grant.
- Prepare reports, data and statistics regarding substance abuse issues and planned courses of action for programs such as proposed prevention workshops, trainings and community outreach.
- Provide training and ongoing educational development for volunteers, constituents, target groups and community members.
- Track services provided, actions planned and report for evaluation and documentation.
- Attend community meetings and events regarding substance abuse in representation of NCDP.
- Travel between county sites for meetings and to oversee programs. Extended out of state travel to fulfill federal grant requirements for training, as required.
- Ability to work flexible hours, including occasional evenings and Saturdays.

### **Knowledge & Skills:**

- Knowledge of the principles, practices, trends for strategic multi-level substance abuse prevention development and administration, social norming, environmental change strategy
- Knowledge of current laws, codes, ordinances, trends and standards pertaining to substance use and abuse; current/changing medical/legal marijuana, synthetic drug and local social hosting ordinances and laws
- Knowledge of principles of grant writing, grant administration and grant reporting requirements and procedures
- Knowledge of principles and practices of supervision
- Skill in analyzing the needs of the program/grant; developing short and long-range plans; to adapt and apply evidence-based, best practices and models to address at-risk populations
- Skill in effectively communicating verbally, in writing and in cyberspace
- Skill establishing and maintaining effective working relationships with staff, volunteers, agencies, media and the public
- Skill in planning, organizing and directing the work of volunteers, groups, events and the public

**NCDP — Friends of Navajo County Coalition Against Drug Abuse, Inc (EIN 26-8968100)**

**P.O. Box 1596, Pinetop, AZ 85935**

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*Mission Statement:*

*Engaging the community to respond to substance abuse issues by implementing strategies that transform community attitudes, perceptions and policies*

- Skill in delivering substance abuse prevention workshops, programs, training and information through classroom and/or large event setting
- Skill in collecting, tabulating and analyzing a variety of data for transmitting or sharing in reports or presentations
- Ability and experience to work effectively with youth and adults in the area of substance abuse prevention
- Self-directed, accountable and well organized

**Minimum Qualification:**

Bachelor's degree in a related field with two years related field experience/one year supervisory experience OR a minimum of 5 years of substance abuse supervisory experience and Arizona substance abuse prevention credentialing (or relevant combination of education, training and experience); and a valid Arizona driver's license and fingerprint/background check.

For more information: [ncdpncdp@gmail.com](mailto:ncdpncdp@gmail.com) or [www.ncdprocks.com](http://www.ncdprocks.com)