

Coalition Coordinator Henry County Drug Free Communities

Please submit cover letter and resume to Angela Cox at [acox@henrycounty.in.gov](mailto:acox@henrycounty.in.gov) no later than Friday, October 6, 2023. Attached is the position description and explanation of funding source. Please feel free to email Angela with specific questions regarding the position.

## **Position Description**

### **County of Henry, Indiana**

**Position:** Coalition Coordinator  
**Department:** Health Department/L;VE Coalition  
**Work Schedule:** M-F 8:00 a.m. to 4:00 p.m., with some evenings, weekends, & overnight trainings  
**Status:** Full-time, benefited  
**FLSA Status:** Exempt  
**Funding Source:** CDC Drug Free Communities Grant, 5 years

**Title:** Coalition Coordinator - This position will be filled upon award notification. Marketing will occur throughout the community as well as through prevention coalition professional associations and is anticipated to be filled within two months.

#### **Duties and Responsibilities:**

- Acts as the “face” of the coalition by marketing the project and building relationships with community stakeholders to ensure all 12 sectors of the community are represented within the coalition membership
- Continually broaden expertise in the area of coalition best practices and youth substance use prevention
- Represent coalition through professional associations
- Assist coalition with coordinating activities such as conducting needs assessments, developing strategic plans, action plans, and logic models
- Coordinate professional development opportunities to build coalition members’ capacity
- Provide support to coalition meetings to make sure they are well facilitated and meeting the needs of coalition members and activities
- Track all deliverables to ensure contract compliance

**Qualifications:** Requires, at minimum, a bachelor’s degree in a behavioral health and/or administrative discipline and a minimum of two years of experience in the mental health or public administration fields

**Supervisory Relationships:** N/A

**Skills and Knowledge Required:** Preference will be given to an individual with behavioral health experience and a Certified Prevention Specialist certification. If not currently certified, they will be required to become certified within the first two years. Preference will also be given to an individual with PC software skill (Word and Excel); strong computer and database experience extremely helpful; strong project management and public speaking skills essential.

**Personal Qualities:** Interpersonal skills, written and oral communication skills, group facilitation and organizational skills, ability to handle sensitive data, proficient in handling multiple tasks, and the ability to deal with abstract and concrete variables; ability to work in a fast-paced environment and with minimal supervision

**Amount of Travel/Special Conditions/Requirements:** Driver's license, insurance, and operational vehicle required. Requirements include travel both inside and outside of the service area including travel to meetings, training, and mandatory grantee conferences.

**Salary Range:** The grant funded position is set at a rate of \$27/per hour

**Hours per day or week:** 35 hours per week