



**The Alcohol and Substance Abuse
Prevention Council, Inc.**
125 High Rock Ave.
Saratoga Springs, NY 12866
Phone 518-581-1230
www.preventioncouncil.org

Position Title: Coalition Coordinator
Reports To: Executive Director

Part-time: 15 – 20 hours per week

Position Summary:

The Coalition Coordinator will guide the coalition through successful completion of the final 9 months of the CDC funded program in South Glens Falls. The coalition is comprised of community agencies, organizations and volunteers – youth and adult -- working to address alcohol and substance use by youth in the local community. This project will be completed September 29, 2023.

Major Accountabilities:

- Provide supervision and support at the weekly Bulldog Zone program held at Moreau Community Center
- Work with South Glens Falls school district administrators to assure timely completion of the Prevention Needs Assessment (PNA) during the spring 2023.
- Work with local youth in carrying out the Sticker Shock community initiative in spring 2023.
- Attend all mandated meetings and trainings as requested by CDC;
- Work with local community organizations and law enforcement to host one (1) Drug Take Back event in May 2023.
- Assist SGF school staff in planning and carrying out the annual After-Prom event to be held in May 2023.
- Work as a team member, under the supervision of the Prevention Council, with coalition members and others to meet program goals
- Maintain CCFW's presence on social media
- Work with the Executive Director to complete all reports required by the CDC for grant

Qualifications:

- Meeting and group facilitation
- Excellent communication skills including public speaking and writing;
- Organization and focus - able to set clear priorities, work independently and manage multiple projects
- Strong computer skills
- Experience in prevention programming, community organizing/mobilizing a plus
- Current valid driver's license, proof of vehicle insurance, and vehicle availability
- Bachelor's degree and three years experience coordinating a community-based public health or voluntary health-related agency could be substituted for advanced degree.

The Prevention Council is an equal opportunity employer.

January 18, 2023