

Job Description

Job Title: *Community Project Coordinator*

Staff: TBD

Reports To: Jim Ryan, DFC Project Director; MHM Executive Committee

Job Responsibilities:

- Co-facilitate the Board of Directors, and all committees and taskforces, with the acceptance of Team TADD
- Oversee the development and refinement of a work-plan once a year.
- Develop project plans for each of the main strategies outline in the work-plan.
- Weekly oversight of project plans.
- Develop positive relationships with the community.
- Oversee budgets for subcommittees and taskforces.
- Manage the Wiki, web site, and electronic newsletter.
- Work with the Clerk to oversee membership database.
- Oversee, train, recruit, and supervise student interns.
- Oversee subcontracts
- Oversee the collection and dissemination of related data.
- Work closely with key liaisons including the Medford Schools liaison.
- Coordinate with Medford Schools to implement the Communities That Care survey every other year.
- Refine and implement new member recruitment and mentoring strategies.
- Develop strategies to enhance coalition diversity including business, ethnic, faith, local government, and youth representation
- Work in collaboration with and support the Youth Advisor
- Maintain a comprehensive listing of important regional contacts into a single database.
- Write monthly column for the local paper.
- Work with surrounding communities and their prevention staff to coordinate efforts and activities
- Writing and editing work-plans, progress reports and grants proposals.
- Develop press releases as needed.
- Attend appropriate workshops and trainings.
- Develop and distribute educational and marketing materials for both merchants and parents
- Work with NCHC staff in the implementation of the program evaluation and assist the Evaluator in coordinating needed data collection
- Attend scheduled meetings at the NCHC.
- Maintain a minimum of 8 hours of set office time in Medford each week.
- Attends National Conferences.

Qualifications:

Master's Degree in Public Health or related field. A working knowledge of the Medford community a plus. Must have strong people skills. An understanding of: coalition work, youth development, community health, diversity issues and substance abuse prevention. Skilled in the areas of: program development, group facilitation, project management. Professional qualities should include: highly motivated, open to change, self starter, innovative, well organized, problem solver, strong computer skills and a team player.