

POSITION: DFC (Drug Free Communities) Project Coordinator

POSITION IS SUPERVISED BY: Assistant Director

This position is a 40-hour work week excluding benefits and will require local travel. Some evening and weekend work is required. This is a full-time, in-person role at our Ashland City office.

Salary- $40,000 annually

# Minimum Qualifications:

* Live, work or have a significant affiliation with Cheatham County.
* Bachelor’s degree from an accredited college or university OR a least one-year experience in community organizing or a health-related field.
* Must pass a background check and a drug screen upon initial hire and annually.
* Must possess a valid driver’s license.
* Strong initiative and organizational skills. Ability to work with minimal direct supervision.
* Proficient with Microsoft office suite including knowledge of *Excel*, *Word, PowerPoint, & Outlook*.
* Must be proficient with written and spoken communication.
* Must be passionate about working with young people and have classroom or group management skills
* Must have strong interpersonal skills, able to connect and build relationships with diverse community members and stakeholders.

# Preferred:

* Knowledge of Community Coalitions and population-level behavior change strategies.
* Degree in public health, social work, or related field.
* Teaching and/or youth mentoring experience preferred.

**Duties:**

* Work with Assistant Director and grantor to implement strategies to meet set objectives.
* Coordinate activities and initiatives outlined in the project plan.
* Track and report grant-related outcomes to ensure project goals, objectives and activities are being successfully completed.
* Facilitate community meetings, town hall meetings, educational workshops, and other events as outlined in project plan.
* Create and submit quarterly and annual progress reports.
* Attend required grantee meetings and trainings.
* Create, recruit and oversee youth coalition and various youth leadership activities.
* Develop and implement public awareness campaigns to educate the community.
* Deliver and facilitate peer-to-peer mentoring and support groups and facilitate activities in a classroom setting.
* Prepare and effectively deliver public speaking events, educational programs, and training workshops for audiences at all community levels.
* Acquire and/or maintain Prevention Specialist Certification through the International Certification & Reciprocity Consortium.
* Work closely with community members, organizations, and stakeholders to build partnerships and support for the Coalition.
* Other duties as assigned by Assistant Director.

Cheatham County Community Enhancement Coalition | P. O. Box 699 | Pleasant View, TN 37146 Telephone 615.246.8075 | Please email resume to jsimpson@cheathamcoalition.org