

# **Delaware Prevention Coalition: Prevention, Treatment, & Communities United - (Px/Tx/Cx)**

## **Statewide Coordinator – Job Description**

**General description of goals for the statewide coordinator position:** provide leadership to the statewide prevention effort, including working with Community Prevention Specialists (CPS). As a result of these activities, DPC will work to empower communities to promote alcohol and drug free life styles, build community structures to support those life styles, and encourage and support coordinated, systemic approaches to the prevention of substance abuse. We will engage a broad array of organizations and communities to work together to

- Create and sustain systems and structures that discourage substance abuse, reduce its consequences, and encourage healthy behaviors in children, their families, and other adults
- Use a variety of evidence based methods, including advocacy, broad population based initiatives, and skills and tools for individuals, families and communities
- Build community capacity to address neighborhood, school, and community needs

This position will provide joint supervision to the Community Prevention Specialists along with the Host agency in which they are situated. All activities will be carried out with advice and regular oversight from the state Coordinating Council.

### **Qualifications**

Masters degree in a related field preferred; past success in coalition building, advocacy, or community organizing; experience in conducting community inquiry groups; an ability to communicate with diverse populations; analytical skills; and ability to mobilize people to action. Strong interpersonal and organizational skills are a must. Works under general supervision. A certain degree of creativity and latitude is required. Strong project management or organizational skills, In-depth knowledge and understanding of social media platforms and their respective participants (Facebook, Youtube, Twitter, Flickr etc.) and how they can be deployed in different scenarios, Ability to effectively communicate information and ideas in written and verbal format, and build and maintain relationships, Team player, with the confidence to take the lead and guide other departments when necessary, Good technical understanding and can pick up new tools quickly, Public relations, Marketing, Community Management experience, a plus

### **Responsibilities:**

Build a network of community members; encourage and support resident participation in activities and events that increase the social capital in the neighborhood. Identify and support neighborhood leadership. Bridge relationships between the neighborhood and other relevant organizations and foster partnerships that support community goals. Support the communication strategy for the neighborhood. Collect and share success stories and recognize volunteers. Assist in development of strategic and tactical advocacy plans. Manage program with committee. Produce and market informational materials about initiative goals. Comply with work plan goals as stated in grant. Complete written reports on status and progress toward grant goals.

***Responsibilities will also include:***

### **Assessment**

- Assist CPSs in locating and gathering data about substance abuse and its consequences in regions or communities, and solicit community perspectives from local/regional groups such as PTAs, civic associations, local agencies

- Assist/oversee the creation of data collection instruments and activities such as focus groups or surveys as needed in order to assess areas such as community capacity building needs or readiness to deal with issues
- Assist/oversee identification of emerging trends based on data; assess types of environmental strategies and responses that could be mounted
- Work to develop a regional needs assessment document that includes these issues as well as local data (such as school survey data, DUI arrests and deaths, outlet density)

### **Capacity building**

- Work with the state DPC Coordinating Council to oversee and plan activities
- Provide assistance and guidance to CPSs as they meet with local stakeholders, work to form local coalitions, identify regional priorities, and provide technical assistance and access to training
- Meet with and enlist key state stakeholders (organizations and individuals) in the effort
- Connect with other coalitions and partnerships as appropriate to form alliances, elicit input
- Work with CPSs to develop appropriate structures to engage youth and develop their leadership
- Engage partners and allies in working on goals and activities outlined in annual plan
- Work with the state Department of Prevention Behavioral Health Services (DPBHS) Resource Center to create regional Resources Centers
- Lead and/or assist in development of activities to generate resources to support and sustain activities

### **Planning**

- Lead planning for the annual statewide prevention summit, ensuring a structure that enables participating groups to respond to data and trends, and examine priorities for action, and strategies.
- Lead creation of a yearly strategic activity plan based on input from the annual summit and other sources such as regional groups, that identifies specific goals and areas of activity as well as methods of reaching out to educate and enlist support for population level results, including use of social media
- Lead the formation of Task Forces to follow-up on summit, inviting allies to work on issues by researching local or state law or the dynamics of an emerging issue, or seeking funding.
- Working with partners, seek additional funding to support and sustain activities or initiatives (such as Town Hall meetings, teen activities, or Drug Free Communities grants)

### **Implementation**

- In cooperation with CPS host agencies, provide supervisory guidance to Community Prevention Specialists
- Lead and assist CPSs to engage groups and communities (regionally and statewide) to advocate for changes in policy, practice, and the physical environments that surround youth and families, based on the data and input from communities and partners, including youth groups
- Assist in implementing coalition activities such as Rx drug take back, red ribbon week, regular submissions of letters to the editor.
- Ensure that community capacity building needs are assessed in a systematic fashion
- Assure that process evaluation data is collected on events and activities as identified in the evaluation plan
- Lead in the organization of the annual Prevention Summit, and lead or assist in planning other activities such as Town Hall meetings, Rx drug take back initiatives,

## **Evaluation**

- Lead the development and implementation of evaluation efforts
- Devise a system for collecting and collating data from program activities and initiatives regionally and statewide and prepare a monthly statewide report on coalition building activities, planning, implementation, etc.; ensure that monthly reports are submitted & correct
- Lead/assist staff, partners, and allies in reviewing the effectiveness of practices, policies, and activities implemented and in developing recommendations to improve the quality of activities and initiatives
- Collaborate with other evaluation efforts (such as the Center for Drug and Alcohol Studies at UD)

## **Skills required will include the ability to:**

- Find and use data
- Supervise/administration
- Assessment
- Evaluation
- Plan, develop, administer and evaluate programs
- Form partnerships
- Collaborate at the state level
- Relate both to high level power brokers and to community people (cultural competence)
- Think and plan strategically
- A reputation for producing tangible and durable results in the arenas of community change and has a reputation for creating innovative diverse partnerships and starting new projects.
- Strong familiarity with community organizing at both grass root and institutional levels
- Significant experience with social and traditional media strategies with an aptitude toward messaging that targets young people.
- Experience with a variety of strategies that promote the reduction of drug and alcohol and use among teenagers
- Experience in data collection and reporting for evidence based and government funded projects.
- Teach skills and concepts
- Develop systems that will support the local Resource Center
- Lead grant development efforts
- Advocate for change
- Plan and coordinate activities and events
- Devise systems to collect data on activities and initiatives to assess effectiveness