

Program Coordinator

Job Description

Position Title: Program Coordinator Part Time	Reports to: Program Director - contact lauren@wpc-oc.org
FLSA Status: Non-Exempt	Work Schedule: Part time 20 hours per week- occasionally must work outside of normal business hours (nights or weekends) to attend events, meetings, and training in place of regularly scheduled hours within the same workweek.
Pay Range: \$20-23 per hour, 20 hours per week	Department: Prevention
<p>Position Duration: The current grant associated with the position is in effect from October 1, 2022 through September 30, 2023 The grant may extend annually, through no later than 2026; however, employment remains at-will, where either the employee or Organization may terminate the employment relationship at any time, with or without notice or cause.</p>	
<p>Position Summary: The Wellness & Prevention Center is seeking the services of a passionate, energetic, and engaged individual to provide support to the Drug Free Communities Program Director in the performance of their duties for The Wellness & Prevention Coalition, the city of San Clemente's community substance use prevention coalition.</p> <p>The staff person will assist in substance use prevention initiatives, including health promotion communications, and will support all WPC prevention activities: data collection, relevant research, program implementation and distribution of materials to the community through online, print and in person outlets in accordance with the WPC Strategic Plan.</p>	
<p><u>Essential Functions/Responsibilities</u></p> <ul style="list-style-type: none"> ● Develop deep knowledge of substance abuse prevention field, coalition strategic plan, DFC grant reporting procedures, and grant policies. ● Provide leadership and support for all Wellness & Prevention Coalition meetings, youth coalition, leadership committee meetings, and ad hoc committee meetings. ● Develop meeting agendas, meeting notices, recordkeeping, and other administrative tasks. ● Ensure all DFC grant record keeping and recording requirements are met. ● Developing community partnerships and serve as key liaison between the Wellness & Prevention Coalition and the general public, service providers, boards and interested parties. ● Recruit, train and provide leadership to youth coalition. ● Work closely with youth, parents, schools, law enforcement and community-based organization. ● Provide leadership in planning and coordinating community and school-based education and awareness events, media campaigns, and community/parent outreach. ● Develop reports, documents, brochures, newsletter and social media post. ● Leads efforts to plan and coordinate community and school-based education and awareness events, media campaigns, and community/parent outreach. ● Develops reports, documents, brochures, newsletters, and social media posts per grant requirements. ● Ability to get to work on time. ● Ability to follow directions. ● Ability to effectively interact with coworkers. ● Ability to understand and follow work rules and procedures. ● Ability to accept constructive feedback. 	

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- Performs such other job duties as may be assigned by the Wellness & Prevention Center Prevention Director.

Education and/or Experience Required

- Bachelor's degree in social work or public health or equivalent strongly preferred, two years of related experience in social work, public health, or comparable private sector work, or equivalent combination of education and experience.
- Minimum two years of experience providing outreach and engagement with youth and youth connected adults.

Skills and Abilities

- Bilingual, in English and Spanish preferred
- Knowledge of community prevention, public health principles and the SAMHSA Strategic Prevention Framework.
- General knowledge of state and local government structures, decision making process and organization.
- Excellent oral and written communication skills.
- Ability to create engaging and culturally appropriate communications materials for key audiences such as youth and parents.
- Proficiency in Microsoft Office Suite programs: Word, Excel and Power Point. Experience with social media platforms such as Facebook and Instagram strongly preferred.
- Ability to work well with people of diverse backgrounds, perspectives and cultures, especially youth.
- Ability and willingness to be a team player and work collaboratively with coalitions and community agencies.
- Must be an organized, proactive, work independently and be a self-starter; able to juggle numerous deadlines and various tasks.
- Ability and willingness to be a team player and work collaboratively with coalitions and community agencies.
- Must be organized, proactive, and a self-starter; able to juggle numerous deadlines and various tasks.
- Must have exceptional customer service skills.
- Strong organization, problem-solving and analytical skills.
- Ability to manage priorities and workflow.
- Ability to work under stress, with interruptions and deadlines.
- Ability to process verbal information and input this information into computer system.
- Ability to follow complex instructions.
- Ability to think logically in following procedures and instructions.

Competencies

All employees, in performing their respective tasks and duties, are to perform quality work within deadlines, with or without direct supervision; interact professionally with other employees, and the community; work effectively as a team contributor on all assignments; and work independently while understanding the necessity for communicating and coordinating work efforts with other employees and organizations.

Customer Service - Manages difficult or emotional customer situations; responds promptly to customer needs; solicits customer feedback to improve service; responds to requests for service and assistance; meets commitments.

Interpersonal Skills - Maintains confidentiality; listens to others without interrupting; keeps emotions under control; remains open to others' ideas and tries new things.

Oral Communication - Speaks clearly and persuasively in positive or negative situations; listens and obtains

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clarification; responds well to questions; participates in meetings.

Written Communication - Writes clearly and informatively; edits work for spelling and grammar; able to read and interpret written information.

Teamwork - Exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests.

Professionalism - Approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration, regardless of status or position; accepts responsibility for own actions; follows through on commitments.

Language Skills - Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals; ability to write routine reports and correspondence; ability to speak effectively before groups of customers or employees of organization.

Working Conditions

Physical Demands

The physical demands described here are representative of those the employee must meet to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; climb stairs; sit; use hands-to-finger, handle, or feel; reach with hands and arms and talk or hear. The employee is occasionally required to stoop, kneel, or crouch.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The employee will regularly be required to work at a designated worksite, such as a school, and will have access to a workspace where standard office work can be performed at the site. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

The above statements describe the general nature and level of the work being performed for this position, and are not an exhaustive list of all duties and responsibilities. Wellness & Prevention Center's management team reserves the right to amend and change responsibilities to meet business and organizational needs.

My signature below indicates that I have reviewed this job description and have received a copy.

Employee's Printed Name

Employee's Signature

Date

Supervisor's Signature

Date