**Chambersburg Cares Coalition Coordinator**

**Job Description**: The Coalition Coordinator will work with Chambersburg Cares in the leadership, grant administration, program monitoring, and coordination of all Coalition initiatives and projects. The Coordinator will maintain effective, ongoing communication with youth groups, parent groups, school personnel, community-based organizations, faith-based organizations, law enforcement, area businesses, and other area representatives who play key roles in increasing protective factors and decreasing risk factors within our communities.

**Responsibilities:**

1. Identify, evaluate and participate in the writing of grant applications appropriate for sustainability of the coalition and its various initiatives. Identify new funding sources and match funds (including in-kind) that support initiatives and projects.
2. Implement strategies and conform to the conditions of grants awarded to the Coalition. Monitor progress of all programs as specified in grant proposals; monitor progress made toward program outcomes.
3. Provide input and direction to Coalition leadership; develop written summaries of coalition related meetings and distribute to membership.
4. Recruit members for the Coalition, prevention boards, and on-going projects and actions.
5. Work closely with school district personnel, SAP Coordinator and other appropriate agencies to facilitate the collection of data through PA Youth Survey (PAYS). Create reports and plan activities to disseminate survey results.
6. Organize events, forums, and education events targeting parents, youth and community members.
7. Coordinate, edit and write articles and information for local media outlets including newspapers, radio and TV stations. Information to be focused on prevention and community responsibility for positive youth involvement and choices.
8. Responsible to build community relations and assist in delivering public presentations.
9. Assist with management of Coalition Facebook page and web information.
10. Connect with other collaboratives and attend local meetings to make community partners aware of Coalition activities.
11. Responsible for community interactions and inquiries, responding through phone, email and mail correspondence.

**Additional Requirements**: Valid driver’s license and ability to travel. Travel is required to meetings, conferences, or other activities as needed to complete duties and work related to the coalition. Travel will be reimbursed at the federal mileage rate.

**Qualifications and Skills:** Bachelor’s Degree in public health, social work, or related field such as health education, community organization. Relevant experience in managing or coordinating a volunteer based community group desired. Experience with substance use prevention coalitions is a plus, particularly Drug-Free Communities funded coalitions. Ability to work independently; strong public relations skills, excellent verbal and written communication skills, and proficiency with Microsoft Office and general computer skills.

**Salary Range:Hourly, based on experience; Hours: 38-40 hours/week**

**Reports to**: Healthy Communities Partnership Executive Director, Project Director and Chambersburg Cares Board