



City of Bristol

BRISTOL, CONNECTICUT 06010

JOB ANNOUNCEMENT

PROJECT COORDINATOR & GROUP FACILITATOR YOUTH SERVICES

Program: Bristol Coalition for a Drug Free Community

SUMMARY: Coordinates strategies to prevent substance abuse through multi-dimensional programming and policy development to promote wellness for the City's youth and families. Participate and assist in coalition and committee meetings. Builds relationships with representatives and members. Weave the five steps of the Strategic Prevention Framework (assessment, capacity building, planning, implementation, and evaluation) into all activities. Monitors, supports, and provides plan reviews. Facilitates collaboration with members. Compiles data, prepares reports, develops training materials, conducts presentations, advertises initiatives and disseminates information. Documents progress and prepares professional correspondence. Attends meetings, takes and prepares Coalition minutes and correspondence. Attends trainings, workshops, and conferences. Recruit, train and supervise volunteers and interns.

CLASSIFICATION & TRAVEL: Full-time position, 37 ½ hours per week, position contingent upon grant funding. Travel daily within town to meet sector partners and occasional in-state travel (mileage reimbursement based on City rate). Requires travel to at least two national conferences (all travel, lodging & food expenses are paid by the coalition).

EDUCATION & EXPERIENCE: Requires Bachelor's degree in Social Work or closely related field with training in Community Organizing, Planning and Policy Development, or Prevention Education in substance use and abuse plus two years' experience facilitating community education workshops with heterogeneous groups.

QUALIFICATIONS: Must have ability to establish and maintain positive relationships. Requires networking experience, building consensus, and accepting direction from various groups. Requires working knowledge of evidence-based and environmental substance abuse prevention strategies. Bilingual in Spanish and/or American Sign Language is a plus. Requires intermediate computer skills in Microsoft programs including Excel and Powerpoint. Must have excellent written expression and organizational skills, and have familiarity with Results-Based Accountability (RBA) program evaluation and student achievement assessment methods.

LICENSE OR CERTIFICATE: Requires valid CT Driver License. Must obtain CT Public Service License within four months of employment date.

SALARY: \$53,987/yr.

COMPLETE ONLINE APPLICATION & attach RESUME & COVER LETTER at:

www.bristolct.gov

DEADLINE: OPEN UNTIL FILLED

EQUAL OPPORTUNITY EMPLOYER