

Job Title: Task Force Program Coordinator

Job Type: Full Time

Accountability: Reports to the Director of Health Network Strategies

GENERAL POSITION SUMMARY:

Responsible for the day to day organization and management of all Kalamazoo County Substance Abuse Task Force (KCSATF) activities; engaging and retaining KCSATF members; ensuring all required goals and objectives of the KCSATF are met effectively and efficiently; developing and implementing various drug, alcohol and substance abuse prevention strategies in the community; engages in related work as required.

ESSENTIAL FUNCTIONS:

Under general supervision and/or as part of various workgroups and teams, the Task Force Coordinator performs the following essential functions within the framework of Prevention Works' core competencies:

Stakeholder Management

1. Cultivates new and retains current relationships with key community partners and KCSATF members
2. Facilitates collaboration and partnerships to ensure participation of key stakeholders
3. Applies basic human relations skills to internal collaborations, motivation of colleagues, and resolution of conflicts
4. Applies communication and group dynamic strategies in interactions with individuals and groups
5. Communicates in writing and orally, in person, and through electronic means, with linguistic and cultural proficiency
6. Promotes sharing of expertise and a free flow of information across the organization.
7. Builds positive relationships and a sense of teamwork by communicating and reinforcing openness and consistency in meeting commitments.
8. Uses appropriate and persuasive influencing strategies; generates enthusiasm by tapping into shared values.
9. Develops presentation objectives and organizes key topics, speaking points, materials, and flow
10. Delivers formal and informal stand-up presentations to audiences of all kinds.
11. Develop and actively maintain relationships with the media

Benefits Management

1. Develops project budgets
2. Operates/manages programs within current & forecasted budget constraints
3. Refines operational priorities over time to preserve alignment with vision.
4. Evaluates impact of changes outside and across the organization
5. Works with team to identify and remove obstacles to change
6. Analyze and interprets quantitative and qualitative data
7. Describes how data are used to address scientific, political, ethical, and social public health issues in oral and written formats
8. Mobilizes resources needed to get things done
9. Adjusts to new or changing assignments, processes and people

Governance/Oversight Management

1. Plans for allocation of resources in line with goals, technical and business objectives
2. Incorporates policies and procedures into program plans and structures
3. Actively encourages sharing talent, knowledge and expertise to achieve the best possible result Remove barriers, promote efficiency in order to lead meetings effectively
4. Communicates reporting requirements; creates monitoring and control mechanisms
5. Plans, estimates, staffs, organizes, and monitors a set of projects within a program
6. Monitors and initiates relevant reporting requirements and procedures

Decision Management

1. Works to identify and implement solutions
2. Demonstrates self-motivation, critical thinking and strategic problem solving skills in multiple venues and across broad audiences
3. Handles multiple initiatives at the same time and integrates them into a comprehensive plan
4. Employs appropriate techniques for maintaining team enthusiasm, energy, and focus
5. Ensures that team members are on board, unified, and moving in the same direction
6. Learns and utilizes special talents and work styles of team members

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:

- Extensive experience in building relationships and working with key stakeholders including government, schools, community based organizations, funders, law enforcement, institutions of higher education and community members
- Familiarity with the role of cultural, social, and behavioral factors in Kalamazoo County, and the accessibility and availability of public health services.
- Possess a positive presence, reliable leadership qualities and enthusiasm for Prevention Work's mission and vision
- Comfortable engaging the general public and media to promote ideas
- Ability to work as a team yet comfortable working independently
- Self-motivated, critical thinker and strategic problem solver
- Displays resiliency when faced with new or changing assignments, processes and people
- Excellent interpersonal communication and networking skills; able to connect and work with a wide network of people and institutions
- Excellent written communication skills for use in various formats
- Ability to produce a high quality product within deadlines and budgetary guidelines
- Skilled in MS Office Suite, data analysis software and other social media technology

QUALIFICATIONS:

- Bachelor or advanced degree in health education or health-related field is preferred; however, equivalent work experience and a bachelor's degree in another field may be considered
- At least five (5) years of experience in related-field/position
- Experience in the planning, development or implementation of prevention programs.
- State of Michigan Certified Prevention Specialist/Consultant or actively obtaining certification
- Valid driver's license and access to reliable transportation to all assigned work locations

TO APPLY:

Please send a cover letter and resume via email or mail by August 7, 2015.

Email (subject line "PW Task Force Program Coordinator")

Darcy Hoff

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Or Mail:

Prevention Works

c/o Darcy Hoff

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