

Posted: March 5, 2021

(Interim) Program Director for Tempe Coalition to reduce underage drinking and drug use

Duties

The Tempe Coalition to reduce underage drinking and drug use (The Coalition) is a community-based coalition focused on helping Tempe youth live to their full potential in collaboration with the Tempe Community Council (TCC). The Coalition is hiring an Interim Program Director to serve as the primary role for capacity building, direction and leadership as they oversee the strategic vision and daily operations of The Coalition and its grant funded project(s) and contractors. The position while employed by TCC, is under a dual reporting structure between these two entities.

Knowledge Skills and Abilities

- Community Coalition Management experience
- Health promotion and prevention specialist: Positive youth development with a specific focus on substance abuse prevention
- Relationship builder: Establish and maintain strong, cooperative working relationships with nonprofit leaders and staff, elected and appointed officials, business leaders and community members to promote participation in the coalition
- Data analysis: Evaluate effectiveness of programs and collaborations
- Change agent: Promote comprehensive and systemic change, including local ordinances and state legislation, aimed at promoting health and wellness of Tempe youth
- Effective oral and written communication: In multiple settings (e.g. individual, small group, large group presentation) to various audiences (e.g. youth, policy makers)
- Marketing experience: Oversee a community-wide media campaign utilizing public relations and/or marketing tactics to promote programs through various marketing outlets (e.g. radio advertisements, social media, print ads, website management)
- Promote team building and cooperative practices to reach consensus building
- Report writing: Prepare reports for funders and executive leadership on the status of grant(s) from both a programmatic and fiduciary stance
- Organizational skills: Ensure timely and accurate filing of reports, contracts, and expenses.
- Proven ability to work independently while taking direction from leadership
- Strategic thinker with proven ability to make evidence informed decisions
- Proficient in computer software programs: Microsoft Office and Google Suites

Minimum Qualifications

- Bachelor's Degree in Public Health, Education, Communications, or related fields
- Five plus years of experience serving within a community coalition
- Five plus years of demonstrated experience with staff supervision
- Five plus years of strategic programmatic oversight
- Aptitude and passion for community-based programs
- Demonstrate transparent and high integrity leadership
- Strong program development and community organization skills
- Experience with group facilitation, processing, and consensus building
- Driver's license (Class D-Operator) in good standing
- Must pass background clearance check

Preferred Qualifications

- Master's degree in related field preferred
- Knowledge of the U.S. Drug Enforcement Agency Strategic Prevention Framework
- Experience working with Substance Abuse Coalition Leaders of Arizona
- Established connections within the Tempe area

Travel

Some in-state and out-of-state travel, using own vehicle, may be required for meetings, conferences, trainings, etc.

Salary

\$72,000 annually

This is a grant-funded position

- Healthcare benefits stipend available for this position
- Vacation, sick leave accrual eligible
- Eleven paid holidays
- Mileage reimbursement
- Salaried position, 8 AM to 5 PM schedule with limited evening and weekend hours

How to Apply - Open Until Filled

Interested and qualified candidates please submit your cover letter, resume, and salary requirements to tccinformation@tempe.gov. Electronic submissions are accepted only.

Potential candidates will be contacted via email. Virtual interviews may be scheduled.

This posting will remain open until the position is filled.

Equal Employment Opportunity - *Tempe Community Council (TCC) is an Equal Opportunity / Reasonable Accommodation employer. TCC does not discriminate on the basis of race, color, gender identity, sexual orientation, religion, national origin, familial status, age, disability, and United States military veteran status. Pursuant to the Americans with Disabilities Act, TCC will make a reasonable accommodation(s) during the recruitment and selection process. Persons with a disability may request a reasonable accommodation by contacting TCC at 480-858-2310. Requests should be made as early as possible to allow time to arrange the accommodation.*