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Program Coordinator for Tempe Coalition to reduce underage drinking and drug use

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 Tempe Coalition's focus is to promote health and wellness through awareness, education, advocacy, and building connections to community resources in efforts to reduce youth risk behaviors including underage drinking, cannabis use, prescription drug misuse, and illicit drug use.

Job Summary

The Tempe Coalition is in search of a motivated individual to serve as a part-time Project Coordinator to work with the Prevention Services Grant awarded by the Arizona Health Care Cost Containment system (AHCCCS). In this role, the Program Coordinator will work with Program Director and Coalition to ensure the deliverables are met per the grant requirements. Daily work will assist the Tempe Coalition in their efforts to help all Tempe youth live at their full potential. The position while employed by TCC, is under a dual reporting structure between these two entities.

Job Duties

- Collaborate with the Tempe Coalition Program Director in the day-to-day tasks associated with meeting the grant deliverables as outlined in the Prevention Services Grant.
- Assist in writing monthly grant reports for submission to grant funder.
- Attend meetings and trainings required by grant funder/Tempe Coalition to meet goals and objectives.
- Assist Program Director in the development and implementation of an annual workforce development training plan as required by grantor.
- Assist in evaluating process and outcomes utilizing and adhering to AHCCCS evaluation measures provided by grantor.
- Utilize Arizona Youth Survey Data at the state, local, and city level to determine youth risk behavior trends.
- Conduct verbal presentations (i.e., small group, large group, virtual) on behalf of the Tempe Coalition.
- Understanding of the Strategic Prevention Framework (SPF) and the ability to integrate it into all grant activities.
- Serve as a contact resource for the Tempe Coalition Youth Council.
- Manage Coalition Youth membership database, tracking youth member involvement, mentor involvement, and collection of signed involvement agreements forms.
- Plan, coordinate, manage, and/or implement activities, programs, and collaborations that are in alignment with the mission and vision of the Tempe Coalitions and provide support to the Coalition and its sub-committees as needed.
- Follow Tempe Community Council and Tempe Coalition's policies and procedures.

Minimum Qualifications

- Bachelor's degree in Public Health, Social-Behavioral Sciences, Education, and/or closely related field.
- Minimum (2) years of experience in prevention, community engagement, program coordinator and/or coalition involvement.
- Aptitude and passion for community-based programs.
- Shall reside within the designated local jurisdiction.
- Experience with group facilitation, processing, and consensus building.
- Driver's license (Class D-Operator) in good standing.
- Must pass background clearance check.

Desired Qualifications

- Knowledge of community coalitions, health education, college health, public health, student development, and stages of development.
- Experience in grant administration, data collection, and report writing.
- Skilled in relationship building with internal and external partners.
- Effective oral and written communication skills, including interpersonal relations.
- Exceptional interpersonal skills, flexible with priority changes.
- Work independently while providing written weekly project updates.
- Skilled in maintaining organizational processes as it applies to grant management.
- Organizational skills: Ensure timely and accurate filing of reports, contracts, and expenses.
- Skilled in computer applications for creation of graphics and correspondence.
- Proficient in Microsoft systems such as Outlook, Word, and Excel.
- Skilled in public speaking, training, and facilitation.
- Event planning experience.
- Experience planning and implementing training programs.
- Established connections within the Tempe area.

Hourly Salary

\$25.00 per hour

This is a grant-funded position offering:

- Mileage reimbursement
- Cell phone stipend
- Paid holidays
- Paid sick time

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. First screening of applicants will be Wednesday, April 6, 2022.

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.*