

Coalition Coordinator

Immediate part-time (15 to 20 hours a week) consultant opportunity with the Town of New Castle as Coordinator for the New Castle United for Youth Coalition, a Drug Free Communities coalition in Year 6 of the DFC funding cycle. Applicants should have background/experience working or volunteering with a community based agency or organization or with nonprofit management. Knowledge of substance abuse prevention, mental health or public health is a plus. Familiarity with the Town of New Castle is helpful. The Coalition Coordinator is responsible for managing Coalition members and projects and for Drug Free Communities Grant compliance work. Strong communication, interpersonal and team building skills required. Ability to organize, manage projects, motivate and move people forward is essential. Salary based upon experience. Position involves interaction with youth; background check is required.

Job Description - Coalition Coordinator

1. Title of position – New Castle United for Youth Coalition Coordinator
2. Description of duties and responsibilities:
 - Day-to-day management of Coalition goals, objectives and activities.
 - Community outreach and Coalition member recruitment.
 - Member engagement and retention, including working collaboratively to maximize participation and accomplishments.
 - Coordinating Coalition strategies, initiatives and meetings, including recording and maintaining meeting minutes and documentation of activities.
 - Managing the Action Plan and approved budget, monitoring and tracking expenditures and in-kind contributions.
 - Completing required DFC grant compliance submissions.
 - Representing the Coalition at local, county, and state meetings.
3. Qualifications for position: Bachelor’s degree and experience working or volunteering in community-based agency or organization.
4. Skills and knowledge required: Exceptional communication and organizational skills. Ability to work with diverse groups of people and build consensus. Aptitude with Google Drive, Wordpress and social media platforms. Basic financial management, including ability to use excel. Knowledge of substance abuse prevention, mental health or public health is helpful but not essential.
5. Personal qualities: Strong interpersonal skills, effective written and verbal communication skills and ability to work collaboratively and to meet deadlines.
6. Supervisory relationships: Reports to NCUFY Project Director and Steering Committee.
7. Salary range: Hourly pay as a consultant, based on experience.
8. Hours per day or week: Part-time position with flexible hours, 15 to 20 hours per week. Some evenings and weekends required. Minimal travel of 1-2 professional gatherings per year.
9. Background check required.
10. Email resumes or inquiries to: Jill Simon Shapiro, NCUFY Project Director, ncufycoordinator@gmail.com