

TITLE: DFC Project Coordinator
DEPARTMENT: Department of Parks, Recreation, Youth and Community Services
PROGRAM: Bristol Eliminating Substance Use Together (B.E.S.T-4-Bristol)

PROJECT MISSION: Bristol Eliminating Substance Use Together (B.E.S.T-4-Bristol) is a local prevention council that unifies diverse sectors of the community to promote wellness in our culture through increasing education, implementing strategies and enforcing policy to prevent substance abuse by youth and those who impact their development.

POSITION GOAL:

1. Establish and strengthen collaboration among communities, public and private non-profit agencies, as well as federal, state, local, and tribal governments to support the efforts of community coalitions working to prevent and reduce substance abuse among youth (18 and under).
2. Reduce substance abuse among youth and subsequently reduce substance abuse among adults by addressing the factors in a community that increase the risk of substance abuse and promoting the factors that minimize the risk of substance abuse.
3. To influence culturally responsive substance abuse prevention education and healthy social growth of young people through using research-based prevention models. Engaging with parents and strengthening partnerships between school, home and community, and infusing concepts over time to create systemic change.

ESSENTIAL DUTIES: Coordinates strategies to prevent substance use through multi-dimensional programming and policy development to promote wellness for the City's youth and families by performing the following duties:

- Oversee and implement all four grants that fall under the umbrella of Substance Use Prevention and Coalition work with in Department of Parks, Recreation, Youth and Community Services. Grants that are including under the umbrella of Prevention are **Drug Free Communities Grant** (Federal Grant), **Local Prevention Council Grant** (State), **State Opioid Response Grant** (State) and **State Targeted Response Grant** (State).
- Responsible for grant reporting, budgeting, data collection and deliverables of all prevention grants. Documents progress, prepares professional correspondence, submits necessary reports in timely manner. Responsible for all data collection and reporting. Collaborate with Federal and State partners on Youth Substance Use Prevention.
- Supervise all 12 Sector Representatives in adhering to their Letter of Commitment. Supervise facilitation of B.E.S.T.-4-Bristol and sub-committee meetings. Responsible for fund raising or seeking other sources of income to fund Coalition Initiatives. Responsible for ordering any and all materials needed to promote deliverables of the grants. Weave the five steps of the Strategic Prevention Framework – Assessment, Capacity building, Planning, Implementation and Evaluation – into all Coalition and sector member prevention activities. Monitors and supports all coalition activity implementation and works closely with the project evaluator to ensure evaluation activities and feedback to the Coalition. Build relationships with representatives and members from all twelve community sectors.
- Supervise all social media platforms in advertising project initiatives including Word Press, Facebook, Hootsuite, Twitter, Instagram and Google Gmail.
- Supervise, recruit and train volunteers, sector representatives and Youth Coalition. Develop training materials and facilitates prevention trainings for the twelve sectors of the community on issues related to youth substance use prevention. Facilitate collaboration between sector members and the Coalition to accomplish the Coalition strategic plan.
- Ensures ongoing assessment and capacity building activities as well as periodic plan reviews
- Responsible for staying up to date in current trends and best practices related to Youth Substance Use Prevention.
- Work with The Mayor's Opioid Taskforce on State Opioid Response Grant Initiatives and State Targeted Response Grant Initiatives.

SUPERVISED BY: Superintendent of Department of Parks, Recreation, Youth and Community Services

Supervisory Responsibilities: Supervises the Project Associate, Youth Coalition, 12 Sector Representatives, volunteers and intern.

QUALIFICATIONS: Bachelor's degree Social Work or closely related field with training in Community Organizing, Planning and Policy Development, and/or Prevention Education in substance use and abuse plus two years' experience facilitating community education workshops with heterogeneous groups. Ability to establish trusting collaborative relationships with school personnel, community providers, business representatives, clergy, state and local officials, youth and parents of varying cultural, socio-economic backgrounds. Will be experienced at networking, building consensus, and accepting direction from various diverse groups, while assisting to direct a coalition in accomplishing its mission. Will have experience in and knowledge of evidence-based substance abuse prevention practices, community approaches to prevention, and coordinating diverse groups in accomplishing a unified plan of action. Bi-lingual in Spanish and/or American Sign Language desirable.

OTHER SKILLS: Intermediate knowledge of Microsoft programs including Excel and PowerPoint; ability to craft professionally written correspondence and marketing flyers; familiarity with Results-Based Accountability (RBA) program evaluation and student achievement assessment methods. Responsible for all social media platforms in advertising project initiatives including Word Press, Facebook, Hootsuite, Twitter, Instagram and Google Gmail.

- **CERTIFICATIONS, LICENSES, REGISTRATIONS AND TRAVEL:** Valid Connecticut Driver's License required. Requires travel to at least two national conferences, all travel, lodging & food expenses are paid by the coalition, and travel on a daily basis within the town to meet with our twelve sector partners. In-state travel will also be required. Mileage reimbursement at the town reimbursement rate will be provided to all town and state travel. Must be able to travel within the state and nationally to attend trainings, meetings/functions, workshops, statewide and national conferences relevant to position.

NOTE: This position is contingent upon grant-funding.