NOTICE OF POSITION VACANCY

COORDINATOR: EASTHAMPTON HEALTHY YOUTH COALITION

ISSUED: August 25, 2020
CLOSING: Until Filled

SALARY: $22.97 - $30.14 Per Hour
FULL TIME- BENEFITTED

DEFINITION
The Easthampton Healthy Youth Coalition is a Drug-free Communities grant-funded position. The Coalition’s goal is to prevent or delay the initiation of drug and alcohol use among youth through parent education, youth leadership promotion, and community engagement in prevention policies and practices.

ESSENTIAL FUNCTIONS
The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

• Overseeing the day-to-day operation of coalition including:
  o budget management and fiscal record keeping
  o staff supervision
  o member recruitment
  o grant administration e.g. federal report writing and submission, annual re-application, project officer communication, other duties as needed
  o evidence-based prevention program implementation e.g. social marketing campaign, alcohol and cannabis compliance checks, alcohol server training, parent education curricula

• Assist coalition executive committee with strategic planning and writing an annual action plan
• Fund raising and researching and applying for additional funding
• Attend one national conference per year if it is safe to do so and occasionally be available for weekend or evening work

EDUCATION AND EXPERIENCE
Bachelor’s degree required; master’s degree in Public Health, Public Policy, Education, or related field preferred. Prior experience in evidence-based prevention programs, prevention science, community organizing, data collection and analysis, strategic planning, or group facilitation, or a combination of education and experience.

To Apply:
Applicants who wish to be considered may submit application and resume to the Personnel Department, Easthampton Municipal Building, 50 Payson Ave, Easthampton, MA 01027, or email application to personnel@easthamptonma.gov. on or before closing date.

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER