

POSITION DESCRIPTION FOR A HEALTHY LYNNFIELD PROGRAM COORDINATOR

TITLE: Program Coordinator, Town of Lynnfield, MA/A Healthy Lynnfield Substance Use Prevention Coalition



SUMMARY:

Serves as the Program Coordinator for the Town of Lynnfield's Substance Use Prevention Coalition d/b/a A Healthy Lynnfield. Provides oversight of youth programs, community programs and other prevention activities according to the strategic plan. A Healthy Lynnfield works to empower Lynnfield residents to make healthy choices, to reduce and delay substance use among youth, and to support programs that help all young people thrive. This position reports to the Program Director, Diana DeLeo and supports the community efforts of the Coalition. Reports to the Healthy Lynnfield Program Director.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Coordinates implementation of various substance use prevention activities in the community.
- Oversees all aspects of coalition youth leadership work.
- Identifies and organizes training opportunities and workshops for coalition members and the community, including parent education.
- Facilitates coalition workgroups/action teams, including distribution of meeting minutes, updates and presentations.
- Mobilizes community support for the program, including ongoing recruitment and retention of coalition members and general program volunteers.
- Integrates research and best practices for community prevention and population health into work including environmental prevention strategies.
- Uses a data-informed approach to select, implement and monitor evidenced-based and promising practices for substance use prevention.
- Works with the Program Director to assist research, evaluation and reporting of grants.
- Works with the Program Director to assist with monitoring and communication of grant goals and objectives.
- Assists with general departmental administrative tasks, including purchasing, budgeting and tracking program metrics.
- Assists with website content management, social media and marketing campaigns.
- Collaborates with youth and parent groups, community agencies, organizations, and departments. Networks and collaborates with regional, state and local organizations.
- Attends relevant training and professional development.

WORK HOURS

Full-time 35 hour/week position. Hours are flexible to accommodate evening and weekend meetings.

QUALIFICATIONS/EXPERIENCE

(A) Graduation from an accredited college or university; Master's Degree in Public Health or Social Work Preferred.

(B) A minimum of 2-3 years of experience working in the human service or public health field, or an equivalent combination of education and experience.

(C) Experience working with coalitions, community partnerships, youth development or similar prevention initiatives preferred.

(D) Excellent written and verbal communication skills. Strong critical thinking and problem-solving skills. Strong project management and grant management skills. Proficiency in Google suite and digital platforms (e.g., Zoom, Canva, etc.). Strong time management skills.

SPECIAL REQUIREMENTS

- The Town of Lynnfield is committed to hiring a diverse and multicultural staff. We believe that candidates from diverse backgrounds and those who speak other languages bring added value to our prevention work. We are looking for a candidate with the ability to work collaboratively with diverse populations and community stakeholders.
- Means of transportation to and from community based meetings
- Completion of training in the Strategic Prevention Framework (May be completed within the first year of hire.)

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT

The work environment characteristics are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

GUIDELINES

The duties listed above are intended only as illustrations of the various types of work that may be performed and are subject to change by the employer as the needs of the employer and requirements of the job change.

The Town of Lynnfield is an affirmative equal opportunity employer.

PRIMARY LOCATION: Huckleberry Hill School & Lynnfield High School

UNION: Non-union

SALARY: \$55,000

BENEFITS: Healthcare, Retirement

HOURS: Full-time, 35 hrs./wk.

Grant-funded position. Renewable annually based on available funds.