

Job Opening: Coalition Coordinator

Application Details

- Apply at www.DialHelp.org
- Or on Indeed.com
<https://www.indeed.com/jobs?q=dial%20help&l&advn=438317609499785&vjk=186eafaec3128939>

Job Description

The Coalition Coordinator oversees the Communities That Care (CTC) youth prevention coalition in Houghton and Keweenaw Counties. The goal of the CTC is to lower rates of youth problem behavior including substance abuse, delinquency, depression/anxiety, and more. The Coalition Coordinator is responsible for bringing community members and stakeholders on board the existing CTC coalition; providing guidance, training, and technical assistance regarding the CTC; and delegating duties and roles within the coalition.

Job Duties

- Work independently to complete tasks and meet deadlines
- Perform email, phone, and face-to-face outreach to community members, leaders, and media
- Attend local collaborative meetings to increase visibility and increase interest in the coalition
- Assist with planning and setting up community events
- Attend trainings related to CTC (may involve travel)
- Provide presentations and training on CTC as needed
- Attend five one-hour work group meetings per month
- Assist the coalition in reaching milestones and benchmarks
- Network with other CTC Coordinators and CTC Coaches

Other Details

- Job Type: Full-time
- Salary: \$14.00 to \$16.00 /hour
- Experience: Administrative (1 year preferred) & public speaking (1 year preferred)
- Application Question: Are you able to work in Houghton, MI?
- Work Location: Multiple locations

Benefits

- Retirement plan
- Paid time off
- Flexible schedule