

**Porter County Substance Abuse Council
Community Coordinator**

Supervisor: Project Coordinator

Classification: Full-Time, Exempt

Salary Range: \$45,000.00

Opportunity for Advancement

The Community Coordinator will oversee the Partnership for Success services and activities, including training, communication, and information dissemination. The Coordinator will also serve as liaison between the project and partners; coordinating procurement activities, master scheduling, and deployment of program resources. The Coordinator will work in tandem with the PCSAC Coalition Coordinator in support of community planning and development activities. The Coordinator also promotes active and broad participation by volunteers in all areas of organizational work. The Coordinator will maintain official records and documents, ensure compliance with local, state and federal regulations, and maintain a working knowledge of significant developments and trends addressing substance use disorder.

Qualifications:

1. Master's level degree in public health, public administration, organizational leadership, or criminal justice from an accredited university.
2. Graduate of a four-year accredited college or university with a bachelor's degree in psychology, sociology, substance use disorder counseling or related field with experience in above disciplines.
3. Minimum of 3 years' experience working in similar projects and communities.
4. Must obtain Certified Prevention Specialist designation within 12 months of appointment.
5. Experience working in non-profit either paid or as a volunteer.
6. Experience in administrative environment and advanced clerical skills.
7. Demonstrate effective verbal and written communication skills, able to work independently and able to organize and prioritize multiple tasks by deadlines.
8. Ability to develop and monitor prevention trends, local conditions in the community, collect, analyze and distribute data on a consistent schedule.
9. Possess group facilitation skills, including, but not limited to: organizing and facilitating coalition meetings, task force committees, ad hoc committees and all other designated meetings needed to implement the mission statement, goals and objectives of the organization. Assist as need with DFC Sector leader meetings; PFS mandatory and optional meetings at state level.
10. Ability to understand and prepare grant applications, or experience in project management and/or strategic planning.
11. Ability to speak effectively and professionally in public to a variety of audiences. The ability to dress professionally and present in a professional demeanor is critical.
12. Must be able to successfully assimilate to the organizational culture.
13. Must be a team player and have the ability to cross train in all job classes.
14. Well versed in the disease of addiction and familiar with local conditions related to substance use disorder in Porter County. Familiar with prevention, treatment, and recovery disciplines.

Duties and Responsibilities:

1. Responsible for timely completion, collection, storing, and compiling of project documentation and reporting back to PCSAC.
2. Attend and participate in Coordinator orientation and other grant required events.
3. Attend and participate in countywide planning meetings. Maintain no less than 85% attendance/participation in planning is important to ensure consistent input and management & attainment of Grant Goals.
4. Responsible for scheduling, organizing, developing an agenda for, leading, maintaining meeting minutes and providing feedback to the Sector Representative meetings.
5. Ensure adequate data collection for evaluative purposes, consistent with reporting requirements for the National Outcome Measures and local evaluation.
6. Provide detailed weekly schedule/work log to PCSAC Executive Director for work verification.
7. In coordination with PFS Partners, ensure that all objectives and goals as outlined in action plan are addressed and met consistent established timelines.

Schedule: Monday through Friday; 8:00 a.m. to 4:00 p.m. Some evenings and weekends required. Clean working environment in downtown Valparaiso in a private office.

Periodic local, state, and national travel required. Lifting up to 50 lbs.