

Job Posting: Southeast Harris County Coalition Coordinator

Location: Must reside in Southeast Harris County **Compensations:** \$47,000 to \$50,000 Annual

Status: Full Time (36-hour work week)

Organization Background: The Bay Area Council on Drugs & Alcohol is a (501 © 3) not for profit providing drug, alcohol, vaping, and tobacco prevention education and prevention services in the Southeast Harris County area for over 20 years. Our mission is to empower our community with knowledge and resources to help prevent or stop substance use disorders.

This position is funded by TX Health and Human Services.

Purpose: The strategic focus areas are to increase social and community connectedness, reduce youth access to alcohol, commercial tobacco and nicotine, marijuana and other cannabinoids, prescription drugs, and other drugs and substances.

Job Summary: A candidate taking this position is responsible for Southeast Harris County Coalition management and development of county specific needs assessment, strategic planning, logic models and coordination of members and activities. The Coalition Coordinator is responsible for assisting in the development and implementation of the community coalitions' work plan.

Qualifications: The Coalition Coordinator should have strong oral and written communication skills, strong interpersonal and leadership skills, be well organized and be able to multitask. Follow through on details, documentation skills, provide support for coalition members and complete projects. This position requires excellent public speaking skills, computer skills including Excel, Word, PowerPoint. Must have reliable transportation.

Work Environment: This position operates within the communities of Southeast Harris County. This position operates partially in a home office setting but in the community with coalition meetings, community events, presentations, and other community access opportunities.

Our organization offers a complete array of benefits including paid time off (sick and vacation), medical, dental and vision benefits, life insurance, paid mileage reimbursement, employee assistance program and more.

The work week is 36 hours a week typically from 8 am – 5 pm for 4 days and 4 hours on the fifth day. **Some evenings and weekends will be required leading to flexing time schedules.**

Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions of this job. While performing the duties of this job, the employee would be required to sit for periods of time, talking on the telephone, working with computers. **Travel is required** (local and state), going out of buildings and carrying display materials and distribution pamphlets.

To apply: www.bacoda.org for application

Send resume/application to: Charity DeWitt at charity.dewitt@bacoda.org

Questions contact stephanie.carrizal@bacoda.org