

**WINONA COUNTY ALLIANCE FOR
SUBSTANCE ABUSE PREVENTION**

PROGRAM COORDINATOR - POSITION DESCRIPTION

JOB TITLE: Program Coordinator
STATUS: Full time, Exempt (40 hours per week)
SALARY: \$40,000 annually plus benefit package
DEADLINE: Open until filled

Position Summary

Support the mission statement of the coalition by bringing together organizations and entities in Winona County who are committed to reducing and preventing substance abuse through the creation of a comprehensive program focused on residents 18 years of age and younger.

- Provide coordination of proposed strategies of the alliance.
- Assist in facilitation of community education and special events.
- Maintain records and files of surveys, coalition meetings and activities. Prepare and submit all semi-annual progress necessary reports as required by the grant.
- Some travel is required for trainings, coalition meetings, and coalition events.
- Position is funded by 5-year Drug Free Communities SAMSHA Grant with the potential for continued funding for an additional five years.

Qualifications, Knowledge & Skills

- Bachelor's degree in relevant field of study such as community health, drug and alcohol counseling, social work, education, corrections, psychology, public health, sociology, behavioral health sciences or related field; or equivalent professional experience with a minimum of one year prior relevant experience.
- Experience in community organizing and coordinating community projects.
- Must possess a valid Minnesota Driver's License with access to reliable transportation.
- Experience in substance abuse prevention, process of community development, results-based planning and evaluation of outcome measures a plus.
- Proven written, oral communication, and public speaking skills.
- Computer literacy, including proficiency in Microsoft Office and Social Media.
- Strong organizational skills and ability to manage multiple projects.

Duties & Responsibilities

- Help coordinate and plan monthly Board meetings and quarterly coalition meetings to utilize strategic prevention framework and environmental strategies. major meetings, attend meetings, take minutes (when necessary). Follow through on matters requiring action.
- Help plan and facilitate student meetings at WMS, WSHS & LAHS to utilize strategic prevention framework and environmental strategies around targeted substances.
- Plan and implement the appropriate environmental strategies as part of the comprehensive strategic and action plans. Attend targeted community meetings and events to promote coalition and recruit, make presentations as necessary, and handle volunteer requests and referrals.

- Report compilation as specified in the grant application and grant deliverables.
- Coordinate volunteer procedures (background checks, how often they volunteer, how and where they volunteer) to determine in-kind contribution.
- Submit invoices and expense reports, and respond to requests by fiscal agent.
- **Input coalition and community activity into tracking software.**
- **Promote coalition activities through weekly social media engagement posts, publishing a monthly newsletter, and monthly review and updating of** ~~development of website~~ content.

**WINONA COUNTY ALLIANCE
FOR SUBSTANCE ABUSE PREVENTION**

PROGRAM COORDINATOR – HIRING PLAN

Step 1: Candidates will apply for the position advertised on Live Well Winona website, Winona Health website, and through local media.

Step 2: Candidates will submit resume and cover letter through the Winona Health online applicant processing system.

Step 3: A review committee will review and evaluate resumes to rate qualified candidates.

Step 4: Candidates will be contacted via phone to schedule an initial interview.

Step 5: Initial interviews will be conducted with representatives from Live Well Winona.

Step 6: The final three candidates will then meet with representatives from Live Well Winona in addition to representatives from the Coalition to make the final decision.

Step 7: An offer will be made by the Live Well Winona representatives, including description of benefits included.

Step 8: Upon acceptance, onboarding and orientation will be conducted by the Winona Health Human Resource Department on behalf of the Coalition.

**WINONA COUNTY ALLIANCE FOR
SUBSTANCE ABUSE PREVENTION**

PROGRAM DIRECTOR - POSITION DESCRIPTION

JOB TITLE: Program Director
STATUS: Part Time, Exempt (10%)
SALARY: \$4,500 - 5,000 annually
DEADLINE: Open until filled

Position Summary

Supervise Program Coordinator in order to support the mission statement of the coalition by bringing together organizations and entities in Winona County who are committed to reducing and preventing substance abuse through the creation of a comprehensive program focused on residents 18 years of age and younger.

- Some travel is required for trainings, coalition meetings, and coalition events.
- Position is funded by 5-year Drug Free Communities SAMSHA Grant with the potential for continued funding for an additional five years.

Qualifications, Knowledge & Skills

- Bachelor's degree in relevant field of study such as community health, counseling, social work, education, corrections, psychology, public health, sociology, behavioral health sciences or related field; or equivalent professional experience with a minimum of one year prior relevant experience.
- Experience in community organizing and coordinating community projects.
- Must possess a valid Minnesota Driver's License with access to reliable transportation.
- Experience in substance abuse prevention, process of community development, results-based planning and evaluation of outcome measures a plus.
- Proven written, oral communication, and public speaking skills.
- Computer literacy, including proficiency in Microsoft Office and Social Media.
- Strong organizational skills and ability to manage multiple projects.

Duties & Responsibilities

- Supervise Program Coordinator with proposed strategies of the coalition.
- Attend coalition meetings and assist Program Coordinator with action items as needed.
- Assist with community education and special events as needed.
- ~~Approve invoices and submit to fiscal agent for payment.~~
- Recommend course of action and aid in search of funding sources.
- Approve activities and media content.