Title: SPIFFY Coalition Coordinator
Department: Healthy Families and Community
Reports to: SPIFFY Manager
FLSA Status: Non-exempt

Purpose:
The SPIFFY Coalition Coordinator will work collaboratively with coalition partners and staff to plan, facilitate and evaluate proven prevention strategies aimed at reducing youth substance abuse in Hampshire County.

Essential Functions:

- Utilize the Strategic Prevention Framework to develop and implement strategies to prevent underage drinking and drug use in Hampshire County.

- Develop and implement an equity-framed model for establishing local municipal prevention teams, including recruitment of municipal, school and community representation, training, policy development support, and assessment.

- Prepare agendas, procure supplies, coordinate outreach, facilitate meetings, record minutes, and conduct follow-up on coalition and community meetings. Recruit and train new partners to ensure broad stakeholder representation.

- Support SPIFFY Manager and Evaluator with development and monitoring of measurable goals and objectives, design and implementation of community assessments, collection and analysis of data, and preparation of written reports.

- Develop, facilitate and document annual coalition strategic planning process, ensuring equal participation and leadership by unrepresented stakeholders.

- Develop and maintain coalition capacity, maintaining partnerships with key community stakeholders.

- Maintain reports and records as required by coalition grant requirements in a timely manner.

- Ensure that the principles of participatory research, health equity, anti-racism and community-driven decision-making are integrated into every aspect of program assessment, development, implementation and evaluation.
● Other duties as assigned, including: digital media management, promotion, and outreach to support program implementation.

Required Qualifications*

*We invite and encourage candidates who do not meet the qualifications stated below to share with us, as part of the application process, how their background, experience and/or practice has prepared them for the responsibilities of this position.

● Bachelor’s Degree in public health, public policy, community organizing or related field, or 5 years equivalent experience
● Knowledge of public health science-based prevention models, especially regarding teen substance abuse prevention.
● Experience with building local coalitions, municipal partnerships and other forms of community organizing
● Understanding of the role of policy, systems, and environmental change strategies in changing behavior
● Understanding of systems of oppression, how they intersect, and how they affect people in communities
● Ability to work independently and as part of a team
● Ability to manage multiple projects
● Outstanding communication skills, including the ability to listen deeply and respond respectfully across differences in power, privilege, culture, and language

Preferred Qualifications
● English/Spanish bilingual preferred
● Master's Degree in Public Health or Public Policy preferred

Physical Demands:
● Ability to multi-task and respond to demanding job duties with a positive mindset.
● Must be able to enter, exit, and move through and between locations throughout the day.
● Position requires the ability to operate a computer keyboard and other office equipment.
● Some physical effort required to travel to meetings, training programs and community outreach work. Occasionally may be required to move about the community for extended periods of time at events and or community meetings.
● Must be able to communicate and converse effectively in real time with youth and adults from multiple backgrounds and cultures.
● Requires the ability to effectively handle job stress in the performance of duties.

Work Conditions:
● Ability to work at home and in the field (following COVID-19 safety precautions).
● Ability to work with diverse personalities.
● Skilled in working both independently and collaboratively.
● Employees expected to follow CES Workplace Safety Standards and required COVID-19 prevention and mitigation protocols. Expectations require wearing a mask, using gloves
when cleaning, attention to social distancing guidelines, and complying with hygiene
standards.

- Requires working a flexible schedule that may include in-state travel, evening and
  weekend meetings and following current COVID prevention practices.
- Required annual training.

Terms of Employment:

- Full time (35 hrs/week), year-round position, flexible daytime hours with some evening
  work.
- Position is eligible for employer subsidized health, dental, life and LTD insurances, as
  well as other benefits described in the CES employee handbook

CES is an equal opportunity employer and is particularly interested in candidates from a diverse
range of cultural, ethnic, and racial backgrounds. We are especially interested in candidates
whose backgrounds are well-suited to understanding and addressing the needs of the diverse
populations we serve.