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**HR Administration**

**Position Description: Project Coordinator**

**Position Title:** Substance Abuse Prevention Project Coordinator

**Full-time:** 35 hours/week with benefits

**Salary Range:** up to \$50,000 annually

**Immediate Supervisor:** Director of Youth Services/Program Director

**Length of Grant:** Five (5) years

**Description of duties and responsibilities:**

1. Oversight, program implementation and direction of the substance abuse prevention coalition and its activities
2. Planning and coordinating with municipal departments and other governmental agencies and partners
3. Grant budget development, implementation and management
4. Assure accuracy of quality and timeliness of required local and federal reports
5. Representation of the Coalition when relevant to prevention activities
6. Presentation coordination of project to Board of Selectmen and at Town Meeting
7. Provides consultation to partners and volunteers on implementation strategies for all project goals/objectives
8. Attends local neighboring Coalition meetings and events
9. Serves on the Community Impact Team Board of Directors
10. Provides reports to the Community Impact Team, Board of Selectmen, and Youth Services Committee
11. Implements plan for dissemination of information
12. Works with team to collect data on relevant measurements
13. Implements measurable Protective Factors programming for school age students in partnership with Youth Services
14. Serves as substitute instructor for Youth Services programs
15. Coordinates group support for school age students

**Qualifications for position:** Graduate of a college or university with a degree in public health, social work, education, health administration or related field; Graduate degree, Licensed Social Worker certificate or clinical practice preferred.

**Supervisory requirements:** Supervise Youth Social Media Coordinator

**Skills, knowledge and prior experience required:**

1. Multi-tasking skills
2. Familiarity of local and federal fiscal policies and procedures
3. Knowledge of evidence-based prevention strategies
4. Administration of federal, state, and/or private grants
5. Budget management
6. Excellent oral and written communication skills, including public speaking
7. Proficiency in Microsoft Office programs

**Travel and other conditions or requirements:**

1. Travel to meetings, conferences and trainings within the Town of North Reading and state.
2. Air travel to Washington, DC for New Grantees Meeting
3. Air travel for three weeks out of state to National Coalition Academy
4. Reliable transportation for instate travel

Please send cover letter, resume, and names of three references to:

[aolsen@northreadingma.gov](mailto:aolsen@northreadingma.gov)

Subject line: PC YS 2016