



LAWRENCE/METHUEN COMMUNITY COALITION JOB POSTING

Job Position: LMCC / Substance Misuse Prevention-Mass HEAL Study Community Coordinator

Reports to: Harold Magoon, LMCC Director

Status: Full Time –position is funded through December 2023

FLSA Category: Non-Exempt

POSITION DESCRIPTION

The Lawrence/Methuen Community Coalition (LMCC) is seeking a full-time HEALing Communities Study (HCS) Community Coordinator to serve as a liaison between LMCC and the HCS Research Team at Boston Medical Center. The Community Coordinator will work closely with the Community Engagement Facilitator, Community Data Manager, and Community Faculty as part of a local team. LMCC and the HCS Coordinator will act as main HCS points of contact for the city of Lawrence, collaborating with local partners and other study participants.

The objective of HCS is to reduce opioid overdose deaths using a community-engaged, phased intervention process referred to as the Communities That HEAL (CTH) intervention. The CTH intervention is a coalition-led, data-driven process designed to guide the community toward an action plan that will address their specific community needs. Specific goals of the HCS include: 1) increasing naloxone distribution and overdose prevention education; 2) increasing access to medication for opioid use disorder (MOUD); and 3) improving opioid prescribing safety. In Massachusetts, the research study is being led by Boston Medical Center (BMC). LMCC will lead the intervention in Lawrence, using data-informed approaches to develop an action plan to address needs specific to the Lawrence community. A primary role of the Community Coordinator will be to lead organization of the local coalition and facilitate the coalition's progression through the Communities That HEAL intervention.

The Community Coordinator will be based in the Lawrence community and serve as the community's point of contact with the Boston-based HCS Study Team through December 2023. The ideal candidate is preferably a Lawrence resident who is: familiar with the community and representative of the population; believes strongly in harm reduction for preventing deaths; and values the voices of people with lived experience by bringing them forward. Effective project management, strong written and oral communication, and an ability to use technology are also highly desirable. People with lived experience are encouraged to apply. The Community Coordinator will work in collaboration with LMCC staff and the Director of the LMCC to support data collection efforts, and assist with the coordination of activities related to chosen intervention strategies.

DUTIES INCLUDE

Coalition building, coordination, and stakeholder engagement:

- Collaborate with the HCS Community Engagement Facilitator (hired by BMC) on coalition building, stakeholder engagement, agenda development, training needs, planning, and other coalition-related tasks as needed.
- Work with Community Engagement Facilitator to schedule coalition meetings with local and regional stakeholders as frequently as necessary to achieve CTH milestones
- Organize and co-facilitate coalition meetings based on the phases of the CTH interventions, and disseminate information to appropriate collateral agencies and contacts such as coalition task forces and sub- groups.
- Work in partnership with the Community Engagement Facilitator to facilitate the coalition to develop a coalition charter and meet expectations set by both the charter and the CTH intervention (provided by HCS).
- Help to identify a diverse and representative set of key stakeholders (including racially / ethnically representative members and people with lived experience) to serve on the coalition, including content area champions related to naloxone, medications for opioid use disorder, opioid prescription safety, data, and communications.
- As part of a community team, support the coalition through the CTH intervention, including a needs assessment, the development and implementation of a community action plan to adopt and expand evidence-based practices, monitoring and evaluation, and sharing local communications campaigns.
- Work with coalition partners to create plans to promote sustainability of coalition activities.
- Work as part of the community team to identify potential coalition member training needs, and support coordination of activities addressing training, technical assistance, and capacity building requests by the coalition.
- Work constructively with a diverse group of key stakeholders, including community leaders, addiction treatment providers, law enforcement, medical and mental health providers, criminal justice, and recovery programs.
- Engage the HCS anchor agency to support expansion of access to medications for opioid use disorder and other evidence-based practices in accordance with the community action plan.

Data and monitoring:

- Work collaboratively as part of a team to enable a culture of data-driven decision making in selection and improvement of evidence based strategy selections; serve as a liaison between the Lawrence community and the HCS research team to provide community insight, identify local data sources and potential coalition members, facilitate connections between the HCS community team and organizations, local officials, and others who serve residents of the Lawrence community.
- May participate in or take a lead on other data and monitoring activities based on community team and coalition needs; coordination of data collection and entry into appropriate database system(s).
- Assist the HCS Community Data Manager to coordinate data collection activities, including surveys, focus groups, and key informant interviews as necessary.

Communications:

- As part of the community team and with the Communications champion, liaise with the HCS Communications Core, identify coalition members and partners to execute communications efforts, develop a dissemination plan, and interface with media outlets.

Fiscal responsibilities:

- Act as the primary liaison between BMC and the community fiscal agent and between the fiscal agent and implementing organizations.
- Keep fiscal agent informed regarding study and coalition updates.
- Assist the fiscal agent in estimating cost of selected interventions, and work with coalition to streamline intervention reimbursement process.
- With the support of the HCS finance team, update the Combined Community Template to consistently reflect changes in the action plan. Keep the action plan and Combined Community Templates aligned.
- Monitor local study-related community budgets and funding along with fiscal agent finance team.
- Attend monthly meetings with HCS finance team to ensure that budgetary regulations are upheld, with the guidance of the BMC HCS-MA finance manager and Associate Director of Administrative Operations.

QUALIFICATIONS**Required Qualifications:**

- Bachelor's degree, preferably in a field related to the study's focus (skills and abilities will be considered more critically than academic education). Training in public health, substance use disorder, social work or health care administration/management highly desirable.
- Knowledge of the Lawrence community history and dynamics, resources, and organizations and providers is highly desirable.
- Flexibility and willingness to work as part of a collaborative team as well as independently
- Demonstrated project management experience and strong organizational skills; ability to multi-task
- Strong meeting planning, scheduling, and facilitation/public speaking skills; an ability to coordinate in-person and virtual meetings using Zoom and other administrative software
- Proficiency in Microsoft Office products including Outlook, Word, Excel, PowerPoint and database systems; ability and openness to learning new software applications.
- Preference given to people with experience building and coordinating groups of diverse stakeholders
- Capable of communicating across sectors in an organized and clear manner
- Strong writing and public speaking skills
- Alignment with cultural humility and the tenets of harm reduction
- Experience with research and/or working to address opioid use disorders a plus
- Familiarity with managing budgets

- Demonstrated ability to maintain a positive relationship and work effectively with individuals and families from varying cultural and socioeconomic backgrounds in a warm and respectful manner.
- Spanish/English bilingual skills are highly desirable

COMPENSATION

This is a grant-funded, full time, benefitted role through December 2023. Hourly pay rate is commensurate with experience and education.

TO APPLY

Interested candidates please email a cover letter and resume to: Harold Magoon at HMagoon@mylmcc.org OR fax a cover letter and resume to his attention at (978) 327-6601. Information can be mailed to his attention at: LMCC, 130 Parker Street, Lawrence, MA 01843.

About Family Services of the Merrimack Valley & the Lawrence/Methuen Community Coalition.

Family Services of the Merrimack Valley (FSMV) is a non-profit, social service organization committed to empowering, nurturing and supporting children and families through life's challenges to help them reach their full potential. FSMV serves as the fiscal sponsor for the Lawrence/Methuen Community Coalition (LMCC). LMCC is a prevention based community coalition focused on providing community supports and resources for families in the Merrimack Valley around substance abuse prevention, child abuse prevention and family violence prevention. The coalition has a variety of community based networks and initiatives available to families and individual based on community need. FSMV is an Equal Opportunity Employer.