



**LAWRENCE/METHUEN COMMUNITY COALITION (LMCC)
FULL TIME SUBSTANCE USE PREVENTION COORDINATOR
JOB POSTING**

Job Position: Substance Use Prevention Coordinator

Program: LMCC-Masscall 3 Task Force/Coalition

Reports to: LMCC Director

Status: Full-time (40 hours/week)

FLSA Category: Non-Exempt

POSITION DESCRIPTION

Family Services of the Merrimack Valley, Inc. (FSMV)'s LMCC program seeks a Substance Use Prevention Coordinator for its Masscall 3 Task Force in the Merrimack Valley. The Coordinator will be responsible for the creation and maintenance of a multi-sector Task Force, support and oversight of the coalition's strategic plan and with implementation of the strategic plan's action steps. An emphasis of the programming is on the prevention of first use and/or misuse of alcohol, marijuana and nicotine or other drugs among youth. The Coordinator will also be responsible for administrative functions including data collection, reporting and budget oversight. Detailed duties are described below.

DUTIES INCLUDE

- Coordinates and facilitates Masscall3 task force/coalition meetings.
- Coordinates substance misuse prevention activities agreed upon by the coalition.
- Oversee and manage the collection, tracking, presentation and dissemination of related data.
- Refine and implement new coalition member recruitment and mentoring strategies.
- Leads the Masscall3 coalition in a Strategic Prevention Framework-based process, including Strategic Planning activities, monitoring and adherence to a logic model and program evaluation.
- Maintain a comprehensive listing of important regional contacts in a single database.
- Write and edit workplans, a, progress reports and grant proposals.
- Works with the assigned Masscall 3 grant BSAS team and technical assistance partners to address education, training, and technical assistance needs.
- Develop and distribute educational material for merchants and parents.
- Work with Masscall 3 selected evaluator in the implementation of the program evaluation.
- Attend appropriate national conferences and trainings as needed.
- Role may be a hybrid in-person/remote based on program priorities and needs.

QUALIFICATIONS

Required Qualifications:

- Successful completion of the requirements for a Bachelor's Degree, or two years of College level course with additional administrative or managerial experience in community development and/or public administration, the major duties of which involved development and implementation of community building activities, working with community stakeholders, program coordination, program planning and/or program analysis.
- Successful completion of the requirements for a Bachelor's degree in public health or related field, or two years of combination of human services college level courses along with extensive prevention based experience.
- Certified Prevention Specialist preferred, expectation for the person in this role to become certified within 2 years.

The Lawrence/Methuen Community Coalition is a program of **Family Services of the Merrimack Valley**

430 North Canal Street • Lawrence, MA 01840 • p: 978-332-8275 • f: 978-975-3294 • www.FSMV.org

- At least five years of work in community health and/or community organizing.
- Demonstrated project management experience with organizational and multi-tasking abilities.
- Demonstrated experience in group facilitation/presentations involving diverse stakeholders.
- Strong verbal and written communication skills.
- Ability to work effectively independently as well as within a team.
- Enthusiastic and resilient self-starter.
- Able to handle a complex array of administrative tasks, is computer literate in Microsoft Office products such as Outlook, Word, Excel and PowerPoint with emphasis on data entry skills and the ability to create multimedia presentations and ability to learn new software applications.

Desired Qualifications:

- Experience with prevention based programs or coalition initiatives desired.
- Knowledge of community change models, strategic prevention frameworks, program development, needs assessments, project management, evaluation and providing professional development and training.
- Verbal and written fluency in both English and Spanish is highly desirable.
- Experience in management of staff and volunteers.
- Knowledge about Merrimack Valley Communities and demonstrated cultural competence with an ability to work effectively with diverse populations within the community as well as with staff members is highly desirable.

We are seeking someone that is able to work a flexible schedule including some evenings and weekends. Some late evening or early hours may be required at times.

COMPENSATION AND BENEFITS

- This is a full-time 40 hour per week position with an hourly rate range of \$23.07/hour to \$26.92/hour commensurate upon education and/or experience.
- FSMV offers an excellent benefit package including a flexible and supportive work environment, competitive Blue Cross/Blue Shield health and dental insurances, fully paid life and long-term disability insurances, optional voluntary life insurance along with training and professional development opportunities.
- FSMV also offers a generous time off policy for employees working 30 hours or more per week including **4 paid weeks of Earned Time Off as well as 13 paid holidays per year!**
- An amazing opportunity to work with and learn from a team of dedicated, passionate individuals in a diverse environment that serve children, youth, and adults.

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.

TO APPLY

Interested candidates should send resumes to: Harold Magoon, LMCC Director at HMagoon@mylmcc.org. The application deadline is August 1,2022. FSMV is an Equal Opportunity Employer.