

NKY ASAP Position Description DFC Program Coordinator

Title: DFC Program Coordinator

This position is funded through a Federal Drug Free Communities Grant with the Northern Kentucky Agency for Substance Abuse Policy (NKY ASAP) being the local coalition responsible for the implementation. The fiscal agent and employer of record will be Mental Health America of Northern Kentucky which will report with the Program Coordinator to the NKY ASAP board.

Description of duties and responsibilities:

- Coordinate community efforts to reduce substance abuse among youth
- Coordinate implementation of NKY ASAP initiatives to reduce youth substance abuse
- Build and maintain partner collaboration through regular meetings and face to face contact with members of drug prevention groups and sector partners of NKY-ASAP
- Comply with written standards in financial management of NKY ASAP funds and develop plans for sustainability
- Participate in training to develop and maintain the skills necessary to perform the job effectively
- Support collection and reporting of data as required
- Provide reports for coalitions, NKY ASAP Board and Federal funders
- Develop and make presentations on substance abuse topics

Qualifications for position:

- Bachelor's degree in social work, psychology, education, sociology, health promotion or a closely related field or Prevention Certification

Supervisory responsibility:

- None
- Works closely with Project Evaluator (contract position) and Communications Coordinator to fulfill contracts

Skills and Knowledge required:

- Proven ability to implement multi-dimensional project
- Demonstrated ability to work collaboratively with school and community partners
- Well developed group and interpersonal presentation skills
- Excellent collaboration and leadership skills
- Budget management, fundraising and advocacy skills
- Experience developing and implementing a strategic plan
- Basic computer skills

Prior experience required:

- Three years experience in collaborative drug prevention work

Personal Qualities:

- Ability to build community relationships
- High level of professional presentation and ethics
- Time management, written/verbal communication and advocacy skills
- Commitment to living free of drug abuse and promoting drug prevention

Amount of Travel or other special requirements:

- Moderate travel around the 8 counties of Northern Kentucky (Boone, Campbell, Carroll, Gallatin, Grant, Kenton, Owen, Pendleton)
- Required attendance at DFC mandated trainings

Hours per week:

- Full time, 40 hours per week, some evenings, weekends may be required

Salary: DOQ

Submit resumes by October 14 to dolds@mhanky.org or by regular mail to
David Olds, Director
Mental Health America of NKY
513 Madison Ave. 3rd floor
Covington, KY 41011