

## Assistant Coordinator Job Description



**Charlestown Substance Abuse Coalition (CSAC) Mission Statement:** We are a community based Coalition of residents, businesses, organizations, professionals and advocates who work together to reduce substance abuse among youth, adults and families. Through a unified, collaborative approach, we utilize existing community resources, organize programs to identify needs, and harness the energy and commitment of all to provide a safe, healthy environment in Charlestown.

CSAC is a grass root, community-organizing entity that works strategically to bring collaboration, coordination and creative new resources to the community around substance abuse and many of the consequential concerns that accompany it. We work to create community cohesion and bridge the division between community organizations, services and residents. In addition we work to advocate for identified needs and learn from best practices.

The Charlestown Substance Abuse Coalition is seeking a full-time Assistant Coalition Coordinator. This position will work directly with the Information Coordinator and Coalition Coordinator.

### **Responsibilities include:**

- Coordination of Youth focused initiatives, working groups and activities
- Assist the Coordinator and Youth Advisory Board in the development of training programs for teachers, youth workers, social workers, police officers and parents. Duties include research of best practices, training opportunities, scheduling, communication and promotion.
- Maintain Youth Initiative grants, science-based curriculum grants and reporting requirements.
- Facilitate efforts of Youth Advisory Board in prioritizing gaps in prevention programming for community youth and identifying additional science-based curriculums to meet these needs. Research and present best practices to Board. Research and identify funding opportunities for such curricula.
- Coordinate, maintain and monitor referral process and implementation of All Stars Curriculum in schools and community-based organizations. Coordinate meetings and provide support to trainees, manage collection of documentation and data, write up reports of impact and numbers served.
- Facilitate CSAC Youth Initiative. Support the development and organization of activities and projects of Youth Initiative. Manage communication and scheduling with large coalition and other neighborhood youth initiatives, as well as Mayor's Youth Forum events. Manage grants associated with Youth Initiative
- Work directly and collaboratively with all local youth organizations and providers of youth programs
- Assist youth organizations and resident groups with resource development
- Participate in all Coalition events and Town Meetings.
- Travel between sites.

### **Research & Technical Assistance**

- Research best practices and provide technical assistance to Coalition's Youth focused initiatives.
- Remain current on best practices in substance abuse prevention and community work.

### **Communication**

- Assist with design and implementation of Youth focused initiative and activities. Communicate all activities to coalition and community. Support strategic planning for youth participation in Coalition activities and youth prevention and intervention strategies, engage and maintain participation of residents and providers in the process, and conduct outreach efforts to support these and other Coalition efforts.

**Outreach:** Outreach to neighborhood, civic and under represented groups, including youth.

**Facilitation:** Provide training and orientation for new members.

**Participation:** Attend Coalition meetings, events, and activities

**Evaluation:** Maintain Coalition's membership, activities, and budget records to be used for reports for the SAMHSA/DPH/BPHC/ Individual Grants/ MGH Community Benefit Program.

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**Educational requirements:** Minimum requirement- Bachelor's Degree and /or significant experience working with youth and adults on behalf of youth

**Experience in community work and strong interpersonal skills required. Ability to work with youth from a variety of different backgrounds. Ability to work flexible hours as required. Knowledge of youth**

**development, public health, and implementation of programs and/or prevention of substance abuse preferred. Computer skills are required.**

This position is hired by Boys & Girls Clubs of Boston and must adhere to all requirements of this organization. It is Boys & Girls Clubs of Boston standard practice to conduct background checks using the Criminal Offender Record Inquiry (CORI) and the Sexual Offender Record Inquiry (SORI). Employment is contingent upon satisfactory CORI and SORI reports. A driver's license background check is also required because of the nature of this job.

This is a full-time Grant-based position with competitive pay, commensurate with experience. Please send cover letter and resume to: Charlestown Substance Abuse Coalition, 15 Green Street, Charlestown, MA. 02129 or email to [Brosenshein@partners.org](mailto:Brosenshein@partners.org)

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