

## Information 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 part-time Information Coordinator. This position reports to the Coalition Coordinator.

### **Responsibilities include:**

- Typing, Collating, disseminating and filing documents, including meeting minutes, scheduling and reminders
- Data collection and entry, data base maintenance
- Clerical support to Coalition members and staff
- Schedule meetings, rooms, speakers or trainers
- Assist in developing educational and resource materials
- Schedule and engage interpreter, translation and other necessary services for meetings and materials
- Assist in communication, marketing and promotion of all Coalition events.
- Assist with Working Groups' and attend meetings as necessary
- Budget and grant management
- Work with community and city media
- Maintain and update information for Coalition website
- Participate in all Coalition events and Town Meetings.

### **Research & Technical Assistance**

- Research best practices and provide technical assistance to Coalition work groups.
- Remain current on best practices in community work, CSAC databases and CSAC evaluation plan and data collection strategies
- Develop and maintain resources for interpreter and translation services.

**Communication:** Communicate all CSAC activities to coalition and community through local media, list serves, mail, flyers and websites.

**Outreach:** Assist in outreach to neighborhood, civic and under represented groups, including youth, by assisting with development of and disseminating culturally and age appropriate materials.

**Facilitation:** May provide training and orientation for new members.

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

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

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**Educational requirements:** Minimum requirement- Associate's Degree and /or significant experience working with data base systems, Microsoft Excel, and other Office programs. Ability to establish positive working relationships with community organizations.

**Experience in community work and strong interpersonal skills required. Web competency preferred. 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 the 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 part-time Grant-based position at 20 hours a week, pay is 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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