

**Town of Natick
Job Description**

Position Title:	Associate Project Coordinator	Grade Level:	2
Department	Natick Health Department	FLSA Status	Exempt
Reports to:	Director of Public Health Prevention & Outreach Program Manager/DFC Program Director		

Job description: The Associate Project Coordinator will support the work of the Natick 180 Coalition as supervised by the Prevention & Outreach Program Manager/DFC Program Director and guided by the Drug-Free Communities (DFC) Grant. The Associate Project Coordinator will execute the general coordination of Coalition activities and initiatives that aim to prevent and reduce youth substance use in Natick. This includes communication and outreach to key members of the community and organizations to maintain a network that supports prevention efforts. Additionally, the Associate Project Coordinator will serve as an adviser to Natick Above the Influence, Natick 180’s youth leadership program, by coordinating meetings and activities in collaboration with a Natick High School staff person and student leaders. This is a full-time, grant-funded position.

Supervision Required: The employee works under the direct supervision of the Prevention & Outreach Program Manager/DFC Program Director, who in turn reports to the Public Health Director of the Natick Health Department.

Supervisory Responsibility: The employee does not have any direct-report staff.

Accountability: This position is highly accountable and incorrect actions or misjudgment would typically result in monetary loss, missed deadlines, potential injury, as well as legal repercussions, and adverse public relations.

Judgment: Work requires examining, analyzing, and evaluation facts and circumstances surrounding individual problems, situations or transactions, and determining actions to be taken within the limits of standard or accepted practices. Guidelines include a large body of policies, practices, and precedents, which may be complex or conflicting, at times. Judgment is used in analyzing specific situations to determine appropriate actions.

Complexity: Work consists of the practical application of a variety of concepts, practices, and specialized techniques relating to a professional or technical field. Assignments typically involve evaluation and interpretation of factors, conditions, or unusual circumstances; inspecting, testing, or evaluating compliance with established standards or criteria; gathering, analyzing, and evaluating facts or data using specialized fact finding techniques; or determining the methods to accomplish the work.

Confidentiality: Individual judgment and the application of professional knowledge and experience are required in selecting the appropriate practices, procedures, regulations, or guidelines to apply in each case.

Work Environment: The employee will perform most duties in a professional environment, including office and meeting spaces. The community-focused aspect of the employee’s duties may include work to

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be performed in school, faith-based, law enforcement, healthcare, youth-oriented and other community-based settings, including occasionally in outdoor spaces.

Nature and Purpose of Contacts: Position has constant interaction with co-workers, the general public, groups, and/or individuals such as civic leaders, peers from other organizations, representatives of professional organizations, and the news media. The employee serves as a recognized authority of the organization in matters of considerable importance, including departmental practices, procedures, regulations, or guidelines. May be required to discuss controversial matters where tact is required to avoid friction and obtain cooperation.

Occupational Risks: Risk exposure is similar to that found in typical office settings.

Essential Functions:

The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Coordinate and implement DFC-funded prevention initiatives for Natick youth in grades K-12 and their families as guided by Natick’s substance use prevention strategic plan.
- Collaborate with youth serving organizations, including (but not limited to) Natick Public Schools and the Natick Community Services Department, to build protective factors and reduce risk factors for Natick youth.
- Facilitate regular coalition and work group meetings that include participants from at least 12 community sectors identified by the DFC grant.
- Collaborate with Natick High School and Natick Above the Influence youth leaders to develop and implement a youth leader action plan that promotes a drug and alcohol-free lifestyle for high school aged youth and promotes substance use prevention principles among middle and elementary school aged youth.
- Assist Prevention & Outreach Program Manager/DFC Program Director in completing required work products and reports for the DFC grant and municipal reporting purposes, including strategic plan and annual action plan development.
- Plan and facilitate community educational events and coalition member trainings on topics related to youth development and prevention.
- Represent coalition and Public Health Department at local and regional substance use prevention related meetings as needed.

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- Coordinate marketing and communication of coalition programs and events via school, media and community outreach, including creating and disseminating a monthly coalition e-newsletter and monthly e-blasts to Natick Public School parents.
- Work with Administrative Project Coordinator to oversee regular content updates to coalition website and social media accounts.
- Assist with administrative tasks such as: creating flyers/public communications, making copies, securing room reservations for meetings; recording meeting minutes, and disseminating communications to coalition and community members.

Recommended Qualifications

Education and Experience: or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.

- BA or BS degree required, plus three years' experience. Master's degree in Public Health, Social Work, or related field in lieu of experience.
- Candidates with experience in community organizing, coalition building, youth development (particularly between the ages of 10-18), and/or a demonstrated history of advancing behavioral health equity are strongly encouraged to apply.
- Certified prevention specialist (CPS) or CPS-eligible by the Commonwealth of Massachusetts preferred.
- Bilingual candidates encouraged to apply.

Knowledge, Abilities and Skill

Knowledge: Knowledge of Strategic Prevention Framework (SPF), principles of community engagement, coalition building, substance use prevention theory, public health promotion, positive youth development, and behavioral health equity preferred. Proficiency of Microsoft Office Suite programs, including Word, Excel and PowerPoint required.

Abilities: Ability to operate all office machines. Ability to maintain a high level of confidentiality. Ability to communicate effectively both orally and in writing. Ability to maintain accurate and detailed records.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the position's essential functions.

Physical Skills: There is little or no physical demand needed. The ability is required to lift up to 30 pounds.

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Motor Skills: Duties may involve close hand-eye coordination and physical dexterity.

Visual Skills: Ability to read, see, and differentiate between colors.

This job description does not constitute an employment agreement between the employer and the employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.