

**Campbell County Drug Free Alliance  
Project Coordinator**

**Position Title:** Project Coordinator

**Reports To:** Director

Campbell County Drug Free Alliance, Inc. is seeking a full-time Project Coordinator to assist with managing and streamlining prevention efforts of the Campbell County Drug Free Alliance. It is the mission of the coalition “to build community partnerships that create an environment and promote a lifestyle free of alcohol, tobacco, and other drugs for Campbell County youth so they can pursue safe, healthy, responsible, and productive lives.” The coalition employs primary strategies aimed at increasing community collaboration and reducing adolescent substance use in the Campbell County, Kentucky area. This is a grant funded position.

Job Requirements and Competencies:

- Knowledge of substance abuse prevention principles
- Demonstrated understanding of the role of community drug prevention coalitions and knowledge of resources to foster coalition growth
- Leadership skills to motivate and engage a wide variety of stakeholders from all sectors of the community
- Strong written and oral communication skills, including public speaking
- Highly developed interpersonal, organizational, and project management skills, including program and group facilitation and evidence-based strategic planning process
- Knowledge in methods of committee development and volunteer engagement
- Awareness of diversity issues specific to the Campbell County community
- Experience with data entry
- Occasional evening and local

Responsibilities:

- Provide support with writing, reporting, and day-to-day oversight of all grants received by the coalition
- Serve as Project Coordinator for the Sober Truth on Preventing Underage Drinking (STOP) Act grant
- Serve as Project Coordinator for the Comprehensive Addiction and Recovery Act (CARA) grant
- Assist the Director with an annual review of the comprehensive Strategic Plan
- Assist with the preparation of the annual coalition work plan
- Serve as a coalition representative to the partnerships within the region, state, and nationally
- Assist with coalition communications and record maintenance
- Serve as a liaison, as assigned, between the coalition, community leaders, and work groups
- Coordinate and provide oversight for Youth Council and youth focused initiatives
- Create short- and long-term, written, project-specific action plans that include strategies to incorporate multiple sectors of the community, communications/marketing efforts, tasks/action steps, performance targets and other areas of relevance
- Maintaining internal and external communication
- Assist with monitoring and evaluation of projects upon completion, with outcomes-based reporting
- Other tasks as assigned by supervisor

Preferred Qualifications:

- Professional degree i.e., Associates or higher, 2+ years' experience with community coalition work, or a combination of education/experience
- Experience in coalition building or substance abuse prevention
- Self-motivated with the ability to work without direct supervision
- Grant writing/management experience
- Working proficiency in MS Office, particularly in Excel, Word, and PowerPoint, as well as web research and e-mail
- Excellent written and verbal communications skills, including public speaking and group facilitation skills
- Certified Prevention Specialists (CPS) or Certified Health Education Specialists (CHES)
- Individuals who have been system-impacted

Compensation and Benefits:

- This is a full-time position, 32-36 hours per week, with a salary of \$23 - \$27 per hour, depending on qualifications
- Health benefits stipend
- Retirement contributions to a simple IRA
- Phone stipend
- 16 days PTO
- Flexible schedule with the ability to work remote at times