

Southwestern Wisconsin Community Action Program, Inc.

Job Description

Job Title: Community Service Coordinator - DCF

Exempt (Y/N): N	Salary Level: 5
Location: Brodhead	Department: DCF
Supervisor: Director	
Prepared By: Michelle Ripp	Date: 9/13/16
Approved By: Walter Orzechowski	Date: 9/16/2016

SUMMARY: Under the supervision of the Better Brodhead Program Director, and with support and technical assistance from the Better Brodhead Board of Directors, the Community Services Coordinator will be responsible for the development, implementation, and evaluation of the Drug-Free Communities (DFC) grant. The Community Services Coordinator will assist Better Brodhead in leveraging shared responsibility across multiple sectors to promote leadership and resources that challenge alcohol and other drug standards, norms, and values in Brodhead, WI. The Community Services Coordinator is a **32 hour per week** position between 8am-5pm; with weekend and evening hours as needed.

ESSENTIAL DUTIES AND RESPONSIBILITIES: include the following. Other duties may be assigned by the Program Director.

- Coordinate Better Brodhead meetings, trainings, and community events.
- Regularly update the community on Better Brodhead activities through a monthly newsletter, articles to the paper, and social media posts.
- Serve as a Better Brodhead representative and spokesperson during meetings and presentations to community groups, and outreach to increase coalition membership.
- Implement established DFC project goals, objectives, and strategies.
- Develop and submit all required reports and plans to the grant Program Director, Better Brodhead members, SWCAP and online through DFC ME.
- Develop project implementation plan and timeline including training and evaluation needs.
- Collect assessment & evaluation data.
- Work with Better Brodhead to develop evaluation tools and implementation procedures to measure project outcomes.
- Identify, promote, facilitate, and document internal and external non-monetary resources.
- Promote the efficient use of resources through networking with other service organizations.
- Maintain an active working relationship among the 12 community sectors and Better Brodhead members.
- Attend meetings, conferences and hearings on issues related to the goals and objectives of Better Brodhead.
- Insure positive progress toward meeting program objectives and outcomes as per grant/funding source(s) expectations.

- Engage in ongoing training in prevention through webinars, workshops, and conferences.
- Provide technical support to youth group within the high school.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Bachelor’s Degree or equivalent experience with a minimum three years’ work experience in a human service organization.
- Proficiency in Microsoft Word, Excel, Power Point, and Publisher.
- Demonstrated knowledge and experience in: community organizing, consensus build, program implementation, cultural competency and or public policy development.
- Previous experience working in the area of Prevention is desirable.
- Experience in use of social media to market and engage with community members.
- Excellent written/oral communication skills and able to work independently; Demonstrated ability to work productively and positively with others with minimum supervision.
- Familiarity with the Brodhead community or similar sized community.

OTHER SKILLS AND ABILITIES:

- Ability to work with and lead groups of people and/or on a one to one basis.
- Self-directed style of operation in a work environment utilizing a creative and innovative approach to achieve expected outcomes.
- Ability to work with people of diverse educational, income, cultural, and age levels.
- Ability to maintain confidentiality.
- A valid driver’s license, car insurance, and vehicle availability.

OTHER REQUIREMENTS:

Criminal background check required.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Some irregularities in hours due to responding to the needs of participant schedules or attendance at meetings or trainings.

Local travel to county meetings and partner agencies may be required several times weekly depending on coalition activities. Travel to national trainings may be required several times annually based on grant requirements and training needs.