

*Due to the volume of applications received, we are unable to provide information on application status by phone or e-mail. All qualified applicants will be considered, but may not necessarily receive an interview. Selected applicants will be contacted by the hiring agency for next steps in the selection process. Applicants who are not selected will not receive notification.*

## JOB ANNOUNCEMENT

POSITION IS BASED ON GRANT FUNDING

**POSITION: COORDINATOR - COMMUNITY COALITIONS**

Posting# 992355-1114md

### REQUIRED ATTACHMENTS TO APPLICATION:

- Supplemental Documents: *Supplemental Questionnaire*
- College transcripts and/or diploma if related to position - internet printouts & photocopies are acceptable

**STARTING SALARY: Step 38; \$1,754 bi-weekly** *plus benefits package*  
*Step increase available after completing probation and annually thereafter.*

**OPENING DATE:** October 20, 2014

**CLOSING DATE:** November 3, 2014

*The eligibility list created by this posting may be used to fill current full or part time vacancies and full or part time vacancies and grant funded vacancies that occur within the next two (2) months*

**For additional information see the job description at - -** <http://www.utahcounty.gov/jobs>

### JOB SUMMARY:

Under general supervision from the Prevention Program Manager, coordinates prevention plans in the community through a countywide drug prevention coalition. Guides countywide coalition and multiple local coalitions using the Strategic Prevention Framework (SPF) which includes (1) conducting a community needs assessment, (2) capacity building, (3) planning, (4) implementing strategies, and (5) evaluating the effectiveness of the strategies.

### DUTIES INCLUDE:

**Serves** coalition in planning, implementing and reporting on task categories.

**Recruits** and retains membership in the coalition and coordinates community outreach with local key stakeholders/leaders.

**Provides** staff support to the community coalition; coordinates regular meetings to ensure implementation of the strategic and work plans.

**Assists** coalition members in navigating the Strategic Prevention Framework (SPF) process. Guides coalition to develop a comprehensive action plan based on a data driven needs assessment, peer reviewed prevention research and evidence based on policies, practices and programs.

**Provides** regular reporting as required by the funding sources; applies for additional grant funding as approved by the Program Manager.

### EVALUATION AND SELECTION FACTORS INCLUDE:

**Basic Knowledge of:** Local organizations, services and the community to be served.

**Working Knowledge of:** Substance abuse prevention and prevention science, community development and mobilization, youth development principles, writing management and reporting requirements for grants.

**Skill in:** Word Processor, Spreadsheets and Internet Programs. Organization, public speaking and training. Proficiency in oral and written-communications. Group and meeting facilitation.

**Ability to:** Learn new concepts quickly; work independently. Create and sustain effective relationships with community partners. Foster and share leadership among individuals in the community. Build bridges among diverse community members and organizations.

### REQUIREMENTS FOR EMPLOYMENT:

Bachelors degree from an accredited college or university in a field related to public health, health administration, public administration, or social or behavioral sciences. Two years of work experience in community organizing, program coordination, or community-based programs involving youth, drug/alcohol/tobacco abuse or other related community health prevention or counseling. Equivalent combinations of education and experience may also be considered.

Preference may be given to applicants with a masters degree and/or experience coordinating community coalitions.  
**Applicants receiving a conditional offer of employment will be required to submit to a pre-employment drug screen and additional background checks as required.**

### LICENSURE/CERTIFICATIONS:

Applicants must possess a valid driver's license and obtain a valid State of Utah driver's license within 60 days of employment.

**EXAMINATION/SELECTION PROCESS:** Individuals interested in the position must submit an official Utah County Government application and required attachments to the Utah County Office of Personnel Management, 100 East Center, Suite 3800, Provo, UT 84606, by 5:00 PM on the closing date. **NO POSTMARKS OR RESUMES.** Additional information will not be accepted after the closing date. The Personnel Department will screen the applications for minimum qualifications. The selection process will consist of a hiring interview, and may include any one, or a combination, of the following examinations: application and/or supplemental review/rating, written examination, performance test and/or oral examination. The Personnel Department reserves the right to call only the most qualified applicants to any of the examinations.