



## **Mt. Baker Community Coalition Co- Coordinator Grant Management & Community Capacity Building Focus Full-Time (1 FTE) Position Description**

**To Apply:** Send cover letter and resume to  
MBCC Hiring Committee at [info@wfcn.org](mailto:info@wfcn.org)  
**Position Open Until Filled with Priority Deadline of 10/16 at 12 p.m.**  
**Anticipated start date December 4, 2023**

**JOB SUMMARY:** This indirect service position focuses on administration and development of the Mt Baker Community Coalition (MBCC), a community-based youth substance use prevention and mental wellbeing promotion effort centered in community organizing to improve wellbeing, safety, and connection in East Whatcom County. Requires a candidate equally passionate about strengthening community through collaboration AND experienced with managing and writing government grants. Activities are varied and guided by coalition members.

**Ideal candidate brings:** A candidate with knowledge and connections in the Mt. Baker School District service area are critical, or a commitment to spend time in community to develop those relationships is desired. Skill as a visionary thinker, who is detail-oriented, has strong organization & coordination skills and demonstrated success supporting diverse populations to achieve goals. Strong communication and facilitation skills to motivate through story, presentation and reporting work and outcomes. Experience in community organizing, public health, health prevention and experience coordinating complex programs. A sense of positivity and hopefulness.

### **ESSENTIAL JOB FUNCTIONS**

- Convene and Co-facilitate with members monthly and workgroups as needed, for local community coalition.
- Recruit/maintain sector representation as required by grants;
- Grant management: budget development and monitoring, expense planning, financial and program reporting to funders and WFCN.
- Monitoring coalition and contractor activity to ensure grant compliance with funded grant and program outcomes;
- Oversee coalition's development and implementation of strategic action plans and needs assessments to meet grant requirements; Ensure facilitation of strategic planning;
- Record keep, monitor and report coalition financials in collaboration with director, bookkeeper and external grant managers;
- Enter reporting data into required data systems within contractual timeframes (training provided);
- Work cooperatively with staff, community and other diverse groups to develop and implement effective and evidence- based strategies which discourage use/misuse of alcohol, tobacco and other drugs;
- Conduct surveys to evaluate community needs, contract compliance and strategy effectiveness;
- Coordinate comprehensive training for coalition members to build capacity for community-based, data-driven substance use coalition work;
- Provide community education, technical assistance and support to agency staff, volunteers, prevention contractors, service providers and community groups on topics such as the CPWI and prevention science (e.g., risk and protective factors, the Strategic Prevention Framework, relevant evidence-based strategies)
- Assess, manage and evaluate programs' policies and procedures to ensure program compliance with federal, state, and local guidelines;

## **Mt. Baker Community Prevention Wellness Initiative Coalition Coordinator**

- Interpret complex and detailed federal and state regulations to ensure program compliance.
- Proficient computer skills including, but not limited to Word and Excel.
- Support co-workers' efforts to develop sustainable youth programming and coalition outreach;
- Building community capacity & partnerships that model collaborative solutions to community concerns

### **ADDITIONAL REQUIREMENTS:**

- Possession of a valid driver's license is required prior to employment.
- Access to guaranteed, reliable transportation is required.
- Pass Washington State Patrol Background check and any further established background requirements.
- Ability and willingness to obtain a **Certified Prevention Professional (CPP)** credential within 18 months of appointment paid by grant funding and completed within work hours as part of approved training plan

### **EDUCATION AND EXPERIENCE:**

- Two years of relevant experience in grant management, budgeting and strategic planning desired;
- Bachelor's degree in education + 2-years' experience OR Associates degree + 5-years' experience OR high school degree and substantial experience with community organizing especially in East Whatcom County and with families and youth. Education and experience in Public Health, Human Services, Behavioral Sciences, or closely related fields valued;
- Demonstrated ability to create and sustain effective relationships with community partners, foster and share leadership among individuals in the community and build bridges among diverse community members and organizations.
- Working knowledge of substance abuse prevention and prevention science, community development and mobilization, cultural competence principles, and community organizing approaches desired;

**COMPENSATION:** Starting Range: \$27 to \$30 hourly. Pro-rated medical and dental health benefits, vacation, sick leave, and retirement option in the form of a SIMPLE IRA. 100% benefits paid over 31 hours per week.

### **WORKING CONDITIONS:**

Three days a week work must be in East Whatcom County/Mt. Baker Schools area. MBCC's official workspace is at Mt Baker Senior High School with satellite spaces available in Kendall at East Whatcom Regional Resource Center and in Bellingham at Whatcom Family & Community Network (WFCN). Travel is required to engage face-to-face with coalition and community members, businesses and organizations to promote coalition and its efforts. Travel is required to attend community meetings & events, provide training & technical assistance and participate in coalition activities. Statewide travel is occasional. Typically, no more than once a week, evening/weekend/irregular hours may be required to attend in person meetings and prevention activities. Access to guaranteed, reliable transportation is required and some travel compensation is provided. Occasional physical effort may be required to lift items weighing up to 50 pounds.

As an employer, WFCN promotes individual and community wellbeing practice and a trauma informed culture of compassion for self and others. We encourage staff to model self-compassion and teach others as you develop. WFCN is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability status, protected veteran status, or any other characteristic protected by law.