



Job Announcement

Mt. Baker Community Coalition Co-Coordinator

SUMMARY:

Co-facilitate the development, training and implementation of the Mt. Baker Community Coalition (MBCC), a youth substance abuse prevention and mental wellbeing promotion coalition; Increase public awareness about community-based prevention programming; Outreach to and engage community, including youth, through in-person and online communications and event-based community activities.

STATUS: Permanent, Non-Exempt, Grant Funded Position. 1 FTE (40 hrs/week)

ANTICIPATED START DATE: June 1, 2024

REPORTS TO: Executive Director

PRIORITY DEADLINE: May 3, open until filled

TO APPLY: Send cover letter and resume to info@wfcn.org

ESSENTIAL FUNCTIONS:

- Co-Coordinate Mt Baker Community Coalition to increase positive outcomes that prevent and reduce youth substance use and develop mental wellbeing; Use community organizing & volunteer management principles; (Approx. 25% effort)
- Outreach to and engage community through in-person and online communications (including social media, positive social norm campaigns, surveys, quarterly newsletter, retailer and consumer outreach, and more); (Approx. 20% effort)
- Coordinate provision of training to coalition members to build capacity for community-based, data- driven substance abuse coalition work; Public speaking and training skills, and group and meeting facilitation skills. (10%)
- Coordinate Youth Engagement: Plan, coordinate and implement training, activities and events with and for youth, families and prevention professionals to increase youth leadership skills, prevention science knowledge and advances prevention strategies and outcomes. (10%)
- Oversee the student prevention club (youth in 7-12th grades) to educate and advocate with peers about the risks of substance use while reducing stigma and promoting mental health through community connection. (10%)
- Plan, develop, implement, report on and monitor grant outcomes that include social media and marketing initiatives. Support in grant writing and renewal efforts (10%)
- Work cooperatively with staff, community members and other groups to develop and implement on-going evidence-based strategies which discourage use/misuse of alcohol, tobacco and other drugs; (5% effort)
- Conduct participant surveys to evaluate community needs, contract compliance and strategy effectiveness; (5%)
- Collaborate with key community stakeholders in the support and implementation of action plans. (5%)

KNOWLEDGE, SKILLS AND ABILITIES:

- Excellent oral graphic and written communication, public speaking, and group and meeting facilitation skills. Communicate effectively with tact, diplomacy and sensitivity;
- Knowledge of and familiarity with the community served by the coalition, specifically Eastern Whatcom County;
- Demonstrated ability to organize community groups and to work cooperatively with a diversity of people, agencies, public groups and contract agency personnel;
- Ability to facilitate meetings that encourage participatory leadership and positive development of solutions and community capacity, this can include training;
- Organization skills; Proven ability to work independently, prioritize several on-going assignments within contractual requirements including deadlines and manage multiple tasks simultaneously;
- Ability to work a flexible schedule and travel within the area served by the coalition with occasional state-wide and out of state travel.
- 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.

- Proficient computer skills
- Learns new concepts quickly

ADDITIONAL REQUIREMENTS:

- Possession of a valid driver's license is required prior to employment. Access to guaranteed, reliable transportation is required. A clean driving abstract may be required by our state funders.
- Current Certified Prevention Professional credential or ability to obtain within 18-months of appointment upon approval of related training plan.
- Ability to pass initial Washington State Patrol Background check and any further or future background requirements.

EDUCATION AND EXPERIENCE:

- Preferred education OR equivalent community experience aligned with knowledge and skill attained through a Bachelor's level Degree in Human Services, Public Health, Behavioral Sciences, Education, Health Education, Communications, Social Sciences or another closely related field;
- 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;
- At least two years of relevant experience in community organizing, program coordination, or community-based programs involving youth, drug/alcohol/tobacco abuse, or other related community health prevention or counseling;
- Interested to gain working knowledge of substance abuse prevention and prevention science, community development and mobilization, youth development principles, and community organizing approaches

COMPENSATION:

- Starting Range DOE: \$27 to \$30 per hour.
- Medical health benefits with dental; 11 holidays; 3 weeks of paid time off (PTO includes both vacation and health leave).

WORKING CONDITIONS:

The CPWI grant, requires that the primary office in which employee maintains work space must be located within community served by coalition. This means within the boundaries of the Mt. Baker School District service area. Work is typically performed primarily in school, office and community environments. Work is performed from both school-based settings as well as either home or office spaces. We are currently engaging in face to face meetings, trainings, events and gatherings. Due to the ever-changing nature of COVID, we will adapt as situations change.

Whatcom Family & Community Network 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.

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