



CLASSIFICATION:	Program Coordinator		
DIVISION/DEPT:		SCHEDULE:	Full Time
		Job Type:	Temporary (potentially permanent)
APPROVED:	Executive Director		

POSITION SUMMARY

The Substance Use Prevention Programs Coordinator is responsible for the day to day management and activities of a federally funded drug, alcohol and substance abuse prevention program (Drug Free Communities). The Program Coordinator will work collaboratively with the Hayward Coalition for Healthy Youth (HCHY) and the key leaders to maximize community involvement, assess needs and impact of various drug, alcohol and substance intervention and prevention strategies. The Substance Use Prevention Programs Coordinator reports directly to the Executive Director.

JOB FUNCTIONS AND ESSENTIAL DUTIES

The following list of duties is intended only to describe the various types of work that may be performed, the level of technical complexity of the assignment(s) and is not intended to be an all-inclusive list of duties. The omission of a specific duty statement does not exclude it from the position if the work is consistent with the concept of the classification, is similar or closely related to another duty statement or a logical assignment to the classification.

Management (60%)

- Convene a coalition of key stakeholders who collectively want to reduce alcohol, tobacco and other drugs (ATOD) among young people in Hayward.
- Identify local community members to assist in the development of leadership and prevention skills.
- Identify local youth members to participate in the Youth Advisory Council (YAC) service as a youth coalition.
- Provide leadership to build and facilitate successful coalition processes.
- Coordinate and oversee assessment, planning, implementation and evaluation of prevention activities of the coalition.
- Coordinate Coalition prevention projects (reducing alcohol, tobacco, marijuana and prescription drug) in cooperation with contractors, schools, governmental agencies, law enforcement, youth and community-based organizations and residents.
- Develop and conduct training and educational presentations for policy makers, residents and coalition members.
- Work with the local police department and school system on the development and implementation of substance abuse and prevention program.
- Attend federally sponsored meetings with other recipients of program grant funds.



Administrative/Customer Relations (40%)

- Prepare and execute work plans to achieve project outcomes, including policy changes, environmental design change, and monitoring alcohol establishments.
- May prepare grant application or funding requests.
- Recruit, retain and coordinate training for coalition members.
- Maintain extensive contacts with various organizations and individuals in the community of Hayward.
- Prepare timely reports for federal, state and county agencies regarding program activities, results, training, etc.
- Maintain reports and files of surveys, coalition meetings/activities, and prepare all necessary reports as required by the grant.

QUALIFICATIONS (KNOWLEDGE, SKILLS, AND ABILITIES)

- Write and communicate clearly.
- Be resourceful and energetic.
- Work with minimal supervision.
- Make logical and judicious decisions and provide workable solutions to problems.
- Weigh alternative decisions and reduce outcome risks.
- Strong interpersonal skills; ability to use collaborative approaches to build support for objectives.
- Build positive relationships within and outside the agency, and encourage/support others.
- Requires excellent facilitation skills and organizational leadership skills.
- Goal and result orientation, and ability to meet time commitments on task/job completion.
- Strong work ethic, output, and capacity for responsibility.
- Safe Spaces – Share the responsibility for ensuring EYFC is, and remains, a safe environment free of sexual, physical, or emotional abuse.

EDUCATION AND EXPERIENCE

- Bachelor's Degree in Psychology, Sociology, Human Development, Public Policy, or other Human Services curriculum.
- Minimum two years' experience in community development, youth development or environmental prevention.
- Bilingual (Spanish) verbal and written.



OTHER REQUIREMENTS / EXPECTATIONS

- Possession of valid driver's license in the State of California.
- Reliable vehicle during work hours.
- Fingerprinting and background check.
- Availability to work evenings and weekends on occasion.
- Ability to work with youth and families from a variety of backgrounds from underserved communities.
- EYFC expects employees to embrace its focus on inclusion of all members, regardless of ability or socio-economic position.
- Exercise significant initiative, discretion, independent judgement, personal awareness, professionalism, integrity and demonstrate confidence and confidentiality in all areas of performance.
- Must be able to multi-task and work efficiently in a fast paced environment.
- Must present a professional image by dressing conservatively, professionally and appropriate for the position.
- Ability to read, analyze and interpret legal documents and governmental regulations.
- Ability to plan and prioritize tasks.
- Must have the ability to make frequent decisions.
- Must interact successfully with team members to complete tasks assigned.
- Ability to lead others in completing assigned tasks with minimal direction from supervisors.
- Must manage personal time to accomplish multiple assigned tasks in cooperation with team members.
- Must be able to lift 25 lbs. Some bending, stooping, stairs, and reaching required.
- Other related duties as specified by the Executive Director.

Reasonable Accommodations provided for individuals with disabilities.

Please send resumes to Human_resources@eyfconline.org.