

Posting Date: 3/31/20

Position Title: HOPE for Franklin County Coalition STOP Act Project Coordinator

STOP (Sober Truth On Preventing underage drinking) Grant Goal: Reduce underage drinking rates in Franklin County and increase community collaboration.

POSITION SUMMARY: STOP Act Project Coordinator will manage all activities specific to the STOP ACT Grant and participate with the HOPE Coalition. The Coordinator will support the activities outlined in the grant, attend meetings and provide assistance the coalition related to the goals of the Drug Free Communities and STOP Act Grants.

This is a part-time, year-round position, reporting to the HOPE Coalition Program Manager. Flexible working hours, estimated at 18 – 20 hours per week.

Hourly compensation range: \$18 - \$22/hour, commensurate with experience

Duties and Responsibilities:

1. Prepares agendas and leads STOP meetings.
2. Participates with HOPE coalition, serving as an active, voting member.
3. Manages the implementation, reporting, and evaluation functions required to successfully implement the STOP grant.
4. With direction from the HOPE Program Manager and Executive Committee, manages correspondence and publicity related to the Franklin County Youth Coalition's STOP activities.
5. Coordinates with the contracted HOPE DFC evaluator to ensure timely submission of data collection, reports submissions, and other deadlines required in the STOP grant.
6. Serves as a contact for the coalition to provide information to the community at large.

Essential Skills and Travel Requirements:

1. Basic bookkeeping activities; prepares financial reports.
2. Administrative office duties as needed and determined by the Program Director.
3. Strong computer skills, including Microsoft Office, Excel, Publisher, and Quickbooks.
4. Ability to travel within the community to events, and to out of town and out of state trainings as required.
5. Meticulous attention to detail, professional approach to work, and a dedication to the goals and mission of the coalition.

Preferred Qualifications:

1. Bachelor's degree or experience in public health, non-profit field, or communications.
2. Experience with youth and adult volunteers and project implementation.
3. Knowledge and experience in grant writing and grant project management.
4. Experience with using social media platforms as a promotional tool.
5. Excellent communication skills, and the ability to connect with various levels of community contacts.

Interested candidates should send a cover letter and resume to:

HOPECoalitionFC@gmail.com, attention Julie Hook, Program Manager, HOPE for Franklin County Coalition

For more information, call 636 239 7652, ext. 46