



Job Description Coalition Coordinator

The Dobbs Ferry Youth Services Council Coalition represents people from all sectors in Dobbs Ferry working together to enhance collaboration and prevent/reduce youth alcohol and drug use.

1. Description of duties and responsibilities - the **Coalition Coordinator** will be responsible for the day-to-day management of program goals, objectives and activities. The Coalition Coordinator will work collaboratively with the coalition to maximize participation and accomplishments. In addition to coordinating strategies, coalition initiatives and meetings, this individual will be responsible for:
 - Drafting and distributing meeting agendas
 - Recording and maintaining minutes and all other documentation of meetings and activities
 - Coordinate and facilitate coalition meetings and communicate effectively with members to promote collaboration, negotiation, and problem solving
 - Representing the coalition at local, county, and state meetings
 - Providing logistic support for trainings, surveys and all meetings for coalition strategies
 - Coordinating the implementation and delivery of all required documents, program surveys and other required materials as deemed necessary.
 - Assist coalition members in conducting annual strategic planning and guide coalition to develop a comprehensive action plan based on needs-assessment and strategic planning
 - Continually maintain and develop content for the coalition website
 - Develop informational brochures and prevention activities;
 - Coordinate development of public service announcements and awareness campaigns;
 - Coordinate the regular review of coalition budget and expenditures by the coalition.
 - Order supplies, materials, recruit volunteers, place printing orders
 - Assist with completing required forms and obtain appropriate signatures
2. Qualifications for the position – Bachelors degree and at least 2 years working in community based agency or organization.
3. Supervisory relationships – Reports to the Project Director
4. Skills and knowledge required – Exceptional organizational skills, aptitude with websites and social media, ability to work with diverse groups of people
5. Personal qualities – Strong interpersonal skills, written and verbal communication and ability to meet deadlines.
6. Amount of travel and any other special conditions or requirements – Possible travel of 2-4 weeks per year
7. Salary range – Based on experience
8. Hours per day or week. A part-time position (approx 20 hours per week) with flexible hours. Some evenings and weekends required.