



OD Project Coordinator Position Description

Reports to: Program Director

Salary: No less than \$20 per hour, commensurate on experience

Time allowance: 0.5 FTE

Benefits: a 3% organization stipend toward a Simple Plan retirement account

Position Description: coordinate opioid use disorder (OD) grant project activities as spelled out in the memorandum of understanding (MOU), including training, coalition communication, data collection, and information dissemination

Responsibilities Include:

- Community Organizing – Identify prevention needs in Martin County as it pertains to opioid, methamphetamine, and fentanyl misuse; identify resources for OD prevention; and collaborate with community leaders to further Coalition’s goals around opioids, methamphetamine, and fentanyl.
- Planning and Evaluation – Select planning and evaluation strategies tailored to Martin County, identify funding sources for sustainability, and plan for and execute evaluation of completed events and projects.
- Public and Organizational Policy – Identify and gain support of policy makers in order to develop OD/meth/fentanyl prevention policy. Build relationships with media sources to develop public support for prevention policy.
- Education and Skill Development – Educate providers with accurate, appropriate information about OD while maintaining cultural competency. Disseminate appropriate educational materials to professions in other fields to increase understanding of OD related issues.
- Professional Growth and Responsibility – Collaborate and network with others. Complete SAPS and other relevant training such as Rx Summit. Develop cultural competency in trainings.
- Within three months of being hired, the OD project coordinator will create an action plan on goals they will work toward accomplishing within the next 12 months.

Qualifications **preferred** include:

- Substance Abuse Specialist (SAPS) certification within first year of employment
- Community organizing, leadership experience
- Two years of experience delivering prevention programs, strategies
- Bachelor’s degree in counseling, social work, psychology, public health, sociology, education, or other health-related field

Knowledge and skills required of the job:

- A working knowledge of:
 - Substance abuse prevention and prevention science
 - Community development and mobilization
 - Youth development principles
 - Community organizing approaches
 - Other cultures in the community
 - Pertinent local, state, federal regulations/legislation
 - Community, county, and regional institutions, prevention organizations
 - Importance of program fidelity
- Possess the following skills
 - Excellent oral and written communication, including public speaking
 - Organized with good group and meeting facilitation skills
 - Advocacy and public relations
 - Ability to build consensus, resolve conflict, coach and motivate others
 - Learn new concepts quickly and able to work independently
 - Interpret process and outcome evaluation data and apply to planning
 - Be familiar and comfortable with posting on social media sites
 - Be tech savvy enough to learn a new data entry software for tracking results for grant reporting
 - Problem-solving
 - Ability to lift 20 pounds

Must be available for in-state and out-of-state travel as needed for job requirements.