POSITION/DEPARTMENT: **Regional Prevention Coordinator**, Youth Services

HOURS OF WORK: M-F, 35 hours/week; days, afternoons and some evenings and weekend events as required

COMPENSATION: $50,000 - 60,000, depending on experience, plus health insurance, paid vacation and holidays

POSITION DESCRIPTION:

The City of Newburyport is working to establish a network of community groups in the Greater Newburyport area to foster healthy youth development among the region's young people. This is a three (3) year grant-funded position to coordinate these efforts.

The BEACON Coalition, a community coalition over seen by the City of Newburyport, has been working to build youth assets and reduce high risk behaviors among adolescents for over a decade. The Regional Prevention Coordinator reports to the Director of Youth and Recreation Services, and is responsible for the overall management of the Greater Newburyport Prevention Partnership Project (PPP) as funded.

This includes but is not limited to implementation of key goals, objectives and activities and other projects as they develop. The main focus of the position is community outreach, capacity building/education and community assessments. The Coordinator will work to engage all sectors of the communities involved in policy change and environmental strategies to create healthier communities with a positive youth development approach.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Facilitate organizing efforts of PPP by coordinating and documenting all communication and collaborative work among working groups through email list management, website maintenance, conference calls, face-to-face meetings, archives and other media as requested and needed;

- Work to increase PPP membership through coordination of membership records, distribution of membership materials, and by researching and making contact with entities and events that involve potential BEACON and Regional Partnership members

- Assist with managing and administering financial matters, including drafting and managing budgets, maintaining fiscal controls, reporting to City of Newburyport and accountant, etc.;

- Meeting planning and facilitation, assisting working groups, volunteers, contractors and consultants with the coordination of all projects and/or working committees and providing support to these groups as needed;

- Develop Grant Reports as required;

- Attend trainings and workshops related to coalition goals and objectives.

- Represent BEACON and PPP at various coalitions, events and activities as needed;

- Assist with developing and delivering community trainings to multiple sectors for BEACON and PPP

- Facilitate coordination, as relevant and appropriate, between BEACON members and current or potential allies, supporters etc.;

- Respond to requests and queries for information about BEACON, BEACON-related activities and/or coalitions in which BEACON participates, including press inquiries

- Organize fundraising, including grant-writing and reporting, and coordinating all BEACON relationships with current and potential funders;

- Assist Newburyport Youth Services in running day to day operations and social ATOD-free events as needed

QUALIFICATIONS:

Candidate should have a BA or BS, 3-5 years' experience in the field of public health, social work, prevention, youth development, or related field. A Master's degree and/or Prevention Specialist Certification is preferred. Knowledge of positive youth development and the 40 developmental assets in required. The candidate should be self motivated and have experience with community organizing, strong leadership, organizational, writing and public speaking skills, as well as effective interpersonal skills; s/he should demonstrate initiative and able to engage others in community work. Salary is commensurate with experience.

Please send a resume and letter of interest to: Tracy Maynard, Human Resources Director, City of Newburyport, 60 Pleasant Street, Newburyport, MA 01950

Or email: tmaynard@cityofnewburyport.com

Position open until filled.