

TOWN OF STONEHAM
PART-TIME VACANCY
STONEHAM SUBSTANCE ABUSE COORDINATOR

Title of Position: Temporary Part-time Substance Abuse Coalition Coordinator

Status: Part-time, approximately 15 hours per week. Occasional extended and flexible hours – some evening and weekend hours and conference attendance (in-state and out-of-state) required. Anticipated stipend of \$25,000 - \$30,000 through June 30, 2016 based on experience and actual hours worked

Term: Anticipated appointment of December 1, 2015 – June 30, 2016.

Immediate Supervisor: Health Director, on behalf of the Stoneham Substance Abuse Coalition

Description of Duties and Responsibilities:

1. Create framework for the Stoneham Substance Abuse Coalition and its activities.
2. Planning and coordination with municipal departments and other governmental agencies and regional partners.
3. Represent and promote the coalition at regional coalition meetings and other activities.
4. Gather data and present analysis and reports of local abuse issues and prevention activities. Perform a needs assessment to determine future goals and objectives.
5. Provides consultation to coalition and partners on implementation strategies for all project goals and objectives.

Qualifications for Position:

Graduate of a college or university with a degree in public health, social work, education, health administration or related field. Appropriate graduate studies preferred. Candidate should have reliable transportation for participating at off-site meetings and trainings.

Skills, Knowledge and Prior Experience Required:

1. Multi-tasking skills.
2. Knowledge of evidence-based prevention strategies.
3. Excellent oral and written communication skills, including public speaking.
4. Ability to work with other local and state substance abuse coalitions.
5. Experience with administration and writing of federal, state, and/or private grants preferred.

Personal Qualities:

Ability to work successfully both independently and with a variety of professional people and organizations who will be involved in planning, implementation and evaluation.

Apply by October 23 to: Ginny Ray, Town of Stoneham, 35 Central Street, Stoneham, MA 02180. Questions may be addressed to Dr. Les Olson, Superintendent, Stoneham Public Schools, lolson@stonehamschools.org.