



Martha's Vineyard Community Services, Inc.

Program Coordinator – SUD Coalition

Job Description

Job Summary

In the role of Coordinator for the Substance Use Disorder Coalition the incumbent promotes, coordinates, and/or organizes key activities of the Coalition, facilitates communications between and among Coalition membership as well as with the community/external stakeholders, serves as community representative for the Coalition, monitors and reports progress related to Coalition-related initiatives, and mines for resources to support and sustain the Coalition's work. The Coordinator participates in resource development/proposal development as requested by MVCS/Coalition leaders.

Job Responsibilities and Essential Functions (essential functions*):

1. Facilitates exceptional communication between and among SUD Coalition membership*.
 - Actively participates in SUD Coalition meetings
 - Prepares Agenda
 - Takes Minutes
 - Shares research, news, and other data/information related to the prevention, intervention, treatment, and recovery for SUD
2. Monitors progress of SUD Coalition activities and facilitates appropriate action among members to advance initiatives*.
 - Requests updates from SUD Coalition committees, sub-committees, and other related groups.
 - Provides written updates to the full SUD Coalition. Organizes updates from designates point persons from committees, sub-committees, and other related groups.
 - Encourages consistent participation and communication through written correspondence and other strategies.
 - Communicates barriers to SUD Coalition leaders for action, as indicated.
3. Shares SUD Coalition activities with the Island community*:
 - Prepares and coordinates/delivers presentations.

- Maintains informative Web Site.
 - Integrates SUD Coalition involvement in community events, as appropriate and endorsed by SUD Coalition leaders.
 - Prepares press releases and/or serves as spokesperson for SUD as requested by Coalition leaders.
4. Maintains organized archive of all SUD Coalition materials.
 5. Organizes, schedules, and communicates SUD Coalition activities. *
 6. Monitors sector-related research, news, and other data/information. Shares relevant news with coalition members.
 7. Mines opportunities for resources to support the SUD Coalition's work. * Participates in proposal development as requested by Coalition leaders and/or as time allows.

Other Requirements

Maintains knowledge in field. Participates in professional development activity to enhance sector-based knowledge.

Prepares reports/publications as necessary.

Participates in MVCS monthly All Staff Meeting and other agency events.

Qualifications:

Baccalaureate-level degree preferred.

Excellent verbal and written communication skills.

The statements contained herein reflect the general details as necessary to describe the principal functions of this job, the level of knowledge and skills typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements.