

**LATINO COALITION COORDINATOR POSITION  
SUBSTANCE ABUSE FREE ENVIRONMENT, INC. (SAFE)**

**Summary**

The Latino Coalition Coordinator is responsible for the coordination of the Department of Motor Vehicles, Virginia Highway Safety grant to create population level change using the public health approach to reduce alcohol-related car crashes among 18-24 year olds in Chesterfield County with specific consideration for the Latino community. The two major functions of this position will be the coordination of monthly Latino Coalition meetings in Spanish and the management, implementation and evaluation of Spanish-language mass and social media campaigns.

Bilingual and bicultural candidates are strongly encouraged to apply. This position requires the successful candidate be able to effectively communicate in both English and Spanish, in writing and verbally.

**Compensation**

The Latino Coalition Coordinator is a part-time position for 16 hours/week, with schedule to be determined upon hire. This position is grant funded for (1) year, with the possibility of continued employment per funding availability. Compensation is \$13,704 annually (\$16.47/hour).

**Responsibilities**

The following functions represent the majority of the duties performed by the position, but is not meant to be all-inclusive or prevent other duties from being assigned when necessary.

1. Develop grant budgets and proposals, monitor and process grant expenditures, maintain grant records and prepare grant reports and budget reconciliations.
2. Develop, maintain and update databases such as mailing lists serves for Latino Coalition, contact lists and partner information.
3. Prepare documents, reports and correspondence.
4. Gather information and analyze data for the purpose of evaluating and adjusting initiatives when necessary in accordance with funding requirements.
5. Scheduling, coordination and evaluation of prevention strategies and initiatives.
6. Work with Executive Director, Grant Coordinator and other staff to coordinate activities specified in DMV grant, including Latino Coalition and mass and social media campaigns.
7. Assist in the needs assessment and strategic planning processes, including survey dissemination, data collection and data analysis.
8. Leadership of the Latino Coalition, which provides leadership and oversight for the Latino community focus of the DMV grant, including facilitation of monthly coalition meetings in Spanish and recruitment of new membership.
9. Prepare, update, translate and produce education packets, brochures, power points, and other printed materials in English and Spanish.
10. Act as a conduit for communications between staff, coalition members, community partners, and other entities.
11. Assure cultural competency and sustainability are vital and ongoing concerns of the project structure.
12. Identify networking opportunities with other organizations that will enhance the long-term viability of the project.

13. Coordinate the research, development and implementation of evidence-based practices, policies and initiatives as activities of the DMV grant.
14. Assist with coordination and coverage at community events.
15. Track activities of DMV grant by entering data into an online documentation system and grant reports as required, and provide monthly Board Reports on both grant and coalition activities.
16. Pursue funding opportunities required to meet organizational financial goals.
17. Provide other general administrative duties as assigned.
18. This position may require travel throughout Chesterfield County.

#### **Social Media Marketing Skills**

1. Generate, translate, edit, obtain DMV approval of, publish and share content regularly (text, images or video) to build meaningful connections and encourage community members to take action.
2. Optimize company pages within each platform to increase the visibility and effectiveness of SAFE's social content.
3. Capture and analyze appropriate data, insights and best practices for evaluation and reporting.

#### **Qualifications**

1. Must possess a four year college degree or equivalent combination of experience and training that would provide the required knowledge, skills and abilities.
2. Minimum of three years' experience in collaborative community planning.
3. Must have strong communication skills with a proven ability to develop and sustain effective collaborative relationships.
4. Must be able to clearly articulate purpose, goals and objectives both verbally and in writing, and to listen and integrate stakeholder feedback and recommendations.
5. Strong computer skills, working knowledge of Microsoft Office, Word, Excel, Power Point, Publisher, Outlook, Constant Contact, Facebook, Twitter, YouTube, Instagram and other social media.
6. Leadership characteristics, including an ability to adapt approach, style and methods to best engage, empower and sustain the involvement of community partners as necessary.
7. Knowledge and experience in the prevention of underage drinking and drinking and driving.
8. Experience in managing grants and developing budgets.
9. Must be detail-oriented and able to track, follow through and meet deadlines within work plan and all state contract and reporting obligations.
10. Ability to work independently taking the initiative on next tasks to be performed and as part of a collaborative team.
11. Ability to build and sustain relationships with community members and partners.

*Substance Abuse Free Environment, Inc., (SAFE) is an equal opportunity employer who does not discriminate against any employee or applicant for employment because of race, religion, color, disability, gender or national origin. SAFE is a drug free workplace.*

*To apply for this rewarding position, please email a resume and cover letter with the subject "Latino Coalition Coordinator" to [safe@chesterfieldsafe.org](mailto:safe@chesterfieldsafe.org) no later than October 14, 2016.*