

## FRCOG JOB DESCRIPTION

**JOB TITLE: Coalition Technical Assistance and Evaluation Coordinator**

**DEPARTMENT: Community Services, Partnership for Youth (PFY)**

**GRADE: 5**

**LATEST REVISION DATE: 01/2020**

### DEFINITION

Coordination of training and technical assistance to substance abuse prevention coalitions in Western Massachusetts and across state through the Bureau of Substance Addiction Services' (BSAS) Center for Strategic Prevention Support (CSPS); Coordination of annual regional Teen Health Survey; support of activities for youth health promotion in Franklin County / North Quabbin in coordination with the Communities That Care Coalition; other related work as required.

### SUPERVISION

- 1. Supervision Received:** Works under the direct supervision of the Partnership for Youth Community Health Program Manager. Position develops own workplan and implements responsibilities, with regular check-ins on complex challenges or problems.
- 2. Supervision Given:** Oversees no staff. May occasionally supervise the work of temporary employees, subcontractors, and volunteers used for CSPS
- 3. Supervision Scope:** N/A

### JOB ENVIRONMENT

- 1. Physical Environment/Working Conditions:** Works primarily out of FRCOG office in Greenfield. Work is generally performed in typical office space with frequent off-site meetings and community outreach. Must obtain transportation to remote field locations in order to perform off-site duties.
- 2. Physical Effort/Visual Demand:** Minimal physical effort generally required in performing duties under typical office conditions. Required to regularly carry loads of up to 20 lbs. Position requires the ability to operate a keyboard and standard office equipment at efficient speed and to drive a car. The employee is frequently required to use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee is frequently required to sit and talk and hear.
- 3. Contact with Others:** has regular contact with prevention coalition staff throughout Massachusetts, CSPS team members, and BSAS staff, as well as school representatives to the Regional School Health Task Force and other community partners interested in Survey data. Duties require perceptiveness to analyze circumstances in order to provide guidance and relevant resources.

### ESSENTIAL FUNCTIONS

- 1. Coordinates, designs, and delivers Technical Assistance services to individual Bureau of Substance Addiction (BSAS)-funded substance misuse prevention**

- grantees and other communities engaged in substance misuse prevention efforts; develops and revises materials and products; organizes meetings and trainings, and prepares and delivers presentations.
2. Coordinates implementation of annual, regional Teen Health Survey. Convenes regular meetings of the Regional School Health Task Force; works with Task Force Members to select or develop survey tool, and effectively administer survey. Analyzes data and writes reports. Works with schools and PFY Coordinator and staff to disseminate results of survey and apply to youth substance use prevention efforts.
  3. Serves as evaluator for PFY grants and programs as assigned. Coordinates closely with PFY staff and subcontracts to design program evaluation tools, collect and analyze data (including surveys, interviews, and focus groups), and prepare reports.
  4. Serves as evaluator for Communities That Care Coalition. Coordinates closely with Coordinating Council and Workgroups to ensure that data is high-quality and thorough, coalition members understand the needs demonstrated by community data, program data is collected consistently, and results of program evaluation are integrated back into program planning

**5. Complexity of Duties:**

Duties require an in-depth understanding of policy, systems, and environment change activities for community health promotion (particularly in relation to youth substance use prevention, dropout prevention, and promotion of nutrition and physical activity), as well as an in-depth understanding of coalition-building and strategic planning, evidence-based approaches, data collection and analysis. Additional duties require skills in meeting facilitation, public speaking, writing, advocacy, training material & tool development, analysis, explanation, and presentation of data, and program planning.

**6. Accountability:**

Responsible for providing training and technical assistance to coalitions in Western Massachusetts and across state, and for communicating CSPS expectations and priorities with Partnership for Youth staff. Errors could result in lower standards of service to the community, negative public relations, and potential loss of funding, as well as the negative consequences of increased substance abuse in the region.

Also responsible for coordinating implementation of annual Teen Health Survey with all nine public middle and high school districts in Franklin County and the North Quabbin Region. Errors could result in reduced data accuracy or breaches in confidentiality, which could affect relationships with partners and funding.

**7. Contact with Others:**

The Coalition Technical Assistance Coordinator has regular contact with state partners and partner coalitions. Duties require tactfulness and political savvy in encouraging policy and systems change for improved community health and well-being, as well as teaching and encouraging evidence-based and data-driven approaches including environmental strategies. The Teen Health Survey work requires regular contact with members of the Regional School Health Task Force,

school principals and superintendents, school nurses, and other partners who use the data from the survey.

- 8. Access to Confidential/Sensitive Information:** Focus group and key stakeholder data, as well as school-specific survey data can be confidential and/or sensitive. The Coalition Technical Assistance and Evaluation Coordinator will be the holder of this information, releasing it inappropriately could damage public relations for schools and the FRCOG.
- 9. Budgetary Responsibility:**  
Assists PFY Community Health Program Manager with budgets for CSPS initiatives.
- 10. Essential Functions:**
  - Provides training and technical assistance on Policy, Systems, and Environment Change for community health promotion, as well as on evidence-based approaches to prevention to subcontractors and community partners.
  - Represents PFY on the Management Team and Steering Committee for CSPS.
  - Participates in Communities That Care Coalition Coordinating Council.
  - Maintains records and completes reports as required by the PFY Coalition Coordinator and funding sources.
  - Plans and participates in regular meetings with CSPS statewide technical assistance team as needed.
  - Represents Partnership for Youth and CSPS at public meetings and community collaborations as assigned.
  - Writes reports, grants, documents, plans as requested by PFY and/or CSPS.
  - Participates in general Partnership for Youth and CSPS activities and projects. Works as a team with Partnership for Youth staff on projects as required.
  - Performs similar or related work as required or as situation dictates.

## **RECOMMENDED/REQUIRED MINIMUM QUALIFICATIONS**

### **EDUCATION, EXPERIENCE, KNOWLEDGE, ABILITY AND SKILL**

- 1. Education/Basic Training:** Bachelor's degree (Master's a plus) in public health, public policy, or related field plus 5 years relevant professional experience, Certified Prevention Specialist (CPS) preferred or working toward certification.
- 2. Experience:** Minimum 3 years' experience in public health, strategic planning, program evaluation, meeting facilitation, public speaking, working with the media, advocacy.  
Experience leading or facilitating collaborative efforts across sectors (e.g. health care, juvenile justice, child welfare, education) and within/across communities  
Experience providing trainings to community-level decision makers  
Experience using a range of computer applications, instructional design, and conducting Internet research.  
Experience with both qualitative and quantitative data analysis, or ability to learn these skills quickly.  
Experience with diverse communities.
- 3. Knowledge, Ability and Skill:**

- Knowledge of public health approaches and evidence-based prevention models, especially regarding substance abuse prevention, dropout prevention, and the promotion of nutrition and physical activity.
- Understanding of racial justice issues and white dominant culture.
- Skilled in coalition building, strategic planning, and program evaluation.
- Competence in working with and familiarity with the cultural, geographic, ethnic and rural characteristics of the Franklin County / North Quabbin region, as well as the broader Pioneer Valley/Western Massachusetts region.
- Ability to establish and maintain links to area youth-serving organizations, schools, youth, parents, law enforcement, local government, and other community stake-holders in youth health promotion.
- Excellent oral and written communication skills. Skilled in meeting facilitation, public presentation, and coordination.
- Computer skills including Word, Excel, Outlook, and PowerPoint. SPSS a plus.
- Skill in presenting data visually and verbally.
- Excellent relationship builder. Whether with clients or within the team, qualified candidates must be able to work collaboratively and build trust and respect, both in-person and virtually, knowing that whatever the medium, excellent rapport is the basis for an effective working relationship.
- Strategic thinker who understands the value of technical assistance as a means of supporting and guiding community-level prevention work. TA providers offer valuable resources and insights to communities while maintaining their role as an outside advisor, not a member of the coalition or planning group.
- Ability to work independently and as a part of a team, and can do so in-person and virtually.
- Strong attention to detail while still able to see the forest through the trees. Qualified candidates must be flexible and creative, while also able to work within the confines set by funders.
- Understanding of how to help people succeed. Qualified candidates must value diversity—diverse opinions, perspectives, and experience—and draw on this value to identify the best ways to help clients be successful—whoever they are and whatever they are striving to do.

This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer as the needs of the employer, and requirements of the job change.