



## Community – The Anti-Drug (CTAD) Coalition Part-Time Program Coordinator

Posted 8/16/23

### Organization:

*Community - The Anti-Drug (CTAD) Coalition* is a 501(c)3 nonprofit with the mission to reduce the use of alcohol, marijuana and other drugs among youth in the communities of Bannockburn, Deerfield, Highland Park, Highwood and Riverwoods, Illinois. The coalition consists of volunteers from 30+ community organizations who work together to create an environment in which youth feel protected, confident and empowered to make drug-free choices. More information at [www.CommunityTheAntiDrug.org](http://www.CommunityTheAntiDrug.org).

### General Description of Position and Responsibilities:

The program coordinator helps with planning and coordination of substance abuse prevention activities that follow grant guidelines and best practices for drug prevention. The program coordinator works to ensure that CTAD Coalition activities are successful by assisting volunteers and the Board of Directors with tasks including event logistics, facilitating communication, providing resources and maintaining records to track progress. These activities include tables at community events, developing resources, implementing an annual awareness campaign, volunteer recognition, workshops/webinars, community assessment, and strategic planning. This position has a flexible, part-time schedule with the possibility of some remote work.

### Examples of Responsibilities:

- Organize and coordinate CTAD activities in collaboration with Executive Director, Executive Board, committees, Delta youth advisory board and other volunteers.
- Attend and help coordinate executive board meetings, coalition meetings, committee meetings and new member orientations.
- Monitor progress of and provide support to committees as appropriate. This may include moderating virtual meetings, overseeing facility rental, arranging refreshments, compiling materials, drafting agendas and taking notes.
- Identify and pursue collaboration opportunities with local governments, schools, businesses, law enforcement, and others.
- Assist with email correspondence, meeting reminders, mailings, website and social media posts.
- Assist with development and distribution of print and electronic educational materials for a variety of audiences (parents, youth, educators, etc.).
- Conduct data collection and community assessment through online surveys, event evaluations, key stakeholder interviews and informal focus groups.
- Utilize tracking system to monitor implementation of coalition action plans, outcome measures, and in-kind contributions for funding and reporting requirements.
- Maintain office/program supplies and equipment. Research pricing and re-order as needed.
- Assist with fundraising efforts and grants.

*Community - The Anti-Drug (CTAD) Coalition is a 501(c)3 nonprofit working to reduce alcohol, marijuana, and other drug use among youth in Bannockburn, Deerfield, Highland Park, Highwood & Riverwoods.*

[www.CommunityTheAntiDrug.org](http://www.CommunityTheAntiDrug.org) • [info@CommunityTheAntiDrug.org](mailto:info@CommunityTheAntiDrug.org) • 224-765-CTAD (2823)

- Conduct administrative tasks such as proofreading, filing, updating documents, and responding to mail/calls.
- Follow all CTAD safety policies and procedures.
- Report to the coalition's Executive Director.
- Other duties as assigned.

#### **Ideal Candidate Profile:**

- Passionate about keeping teens alcohol and drug-free.
- Able to provide leadership, network, build diverse relationships, recruit and motivate volunteers.
- Works well collaboratively and also independently. Ability to prioritize multiple projects and work well with limited supervision.
- 2 – 4 years of experience working in a human services field, with a non-profit, coalition or prevention initiative preferred.

#### **Requirements/Skills:**

- Bachelor's degree is required. Degree in social services or public health preferred.
- Excellent verbal, written and communication skills.
- Strong computer skills. Must be proficient in Microsoft Office (Word, Excel, PowerPoint) and G Suite (Google Calendar, Drive, Docs, etc.). Familiarity with Zoom, Constant Contact email marketing, SurveyMonkey and/or Adobe Acrobat Professional a plus.
- Local travel is required. Willingness to work periodic weekends and evenings.
- Employment contingent on criminal background check conducted by Township High School District 113.

#### **Applications & Salary:**

- This is a part time position with flexible schedule of approximately 20 hours per week with the possibility of some remote work. Daytime weekday hours, with occasional evening and weekend hours for community events.
- \$21.50 - \$25 per hour commensurate with experience.
- Two weeks (40 hours) paid time off per year. Additional unpaid time off available upon approval.
- No additional benefits provided.
- This is a grant-funded position. Grant funding is provided by the Healthcare Foundation of Highland Park, other local grants, and the U.S. Office of National Drug Control Policy and Centers for Disease Control (CDC) Drug Free Communities (DFC) Support Program.
- **To apply, email cover letter and résumé to [info@communitytheantidrug.org](mailto:info@communitytheantidrug.org).**  
**Applications without a cover letter will not be considered.**
- Position posted until filled.

#### **Physical Demands and Work Environment:**

Offices are located at Highland Park High School and Deerfield High School. Programs and community outreach will primarily occur in the service areas of Bannockburn, Deerfield, Highland Park, Highwood, and Riverwoods.

*Community - The Anti-Drug (CTAD) Coalition is a 501(c)3 nonprofit working to reduce alcohol, marijuana, and other drug use among youth in Bannockburn, Deerfield, Highland Park, Highwood & Riverwoods.*

[www.CommunityTheAntiDrug.org](http://www.CommunityTheAntiDrug.org) • [info@CommunityTheAntiDrug.org](mailto:info@CommunityTheAntiDrug.org) • 224-765-CTAD (2823)

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, sit, bend, write, type, speak, and listen. In addition, the employee may occasionally be required to bend, twist, reach and climb. Specific vision abilities required by this job include close, peripheral and distant vision.

The noise level in the work environment ranges from quiet/moderate to loud. The employee is frequently required to interact with the public.

The statements in this job description are intended to describe the general nature and level of the work to be performed by (an) individual(s) assigned to this position. They are not an exhaustive list of all duties and responsibilities related to the position. This job description will be reviewed periodically as duties and responsibilities change with business necessity. Essential and marginal job functions are subject to modification.

*The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.*