

LIVE UNITED



Granite United Way

Granite United Way's Mission is to improve the quality of people's lives by bringing together the caring power of communities.

POSITION DESCRIPTION

POSITION: Substance Use Disorder Services Expansion Project Coordinator

DEPARTMENT: Carroll County Coalition for Public Health

FLSA: Exempt

REPORTS TO: Director of Carroll County Public Health Network

STATUS: Full-time

INTRODUCTION:

Granite United Way's Vision is to be the preferred way people work together to build a community that values its collective responsibility to care for each other. All employees at Granite United Way are integral to our ability to achieve our mission. Performance of job duties outlined below, in a manner that enables us to follow through on our promises to the communities we serve, is more than an expectation—it is a standard here at Granite United Way.

Granite United Way's commitment to advancing the common good in communities throughout New Hampshire draws power from the social determinants of health model, with an understanding that factors related to clinical care, healthy behaviors, community safety, economic stability and educational achievement are clear predictors of how long we live and how well we live. Granite United Way serves as "host agency" for three regional public health networks in NH: Capital Area Public Health Network, Carroll County Coalition for Public Health, and South-Central Public Health Network. In addition, Granite United Way invests significant resources in public health-related strategies across its catchment area, particularly concerning behavioral health and substance misuse.

RESPONSIBILITIES:

This full-time position is a two year, grant funded Project Coordinator Position. The appropriate candidate will have experience working under grant funded projects; have a familiarity with Substance Use Disorder services, including services related to prevention, intervention, treatment, recovery, and harm reduction; have experience working with a variety of community providers; and be self-directed and able to work autonomously. The Project Coordinator will have the responsibility of overseeing the Carroll County Substance Use Disorder Services Expansion Project and will report to the Director of the Carroll County Public Health Network.

- Coordinate project activities for the duration of the project.

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- Report to project funder, based on project reporting schedule.
- Coordinate with project subcontractors to meet required project deliverables and provide required activities.
- Collaborate with Carroll County Coalition for Public Health and Granite United Way colleagues.
- Facilitate public engagement activities, meetings, and events
- Communications across diverse platforms
- The ability to work remotely, as necessary

EDUCATION, EXPERIENCE, AND SKILLS REQUIRED:

1. Bachelor's degree in public health, community development/organizing or macro social work
2. A minimum of 2-3 years' experience in public health systems development, macro social work, or community development/organizing.
3. PMP certification, extensive project management experience, community coordination experience, or general work history within the Carroll county community social service population preferred.
4. Experience developing grant and contract proposals
5. Experience developing work plans, reports, strategic plans, and other formal communications to various stakeholder groups
6. Ability to develop and maintain strong, collaborative relationships with key community leaders and stakeholders
7. Knowledge of and ability to apply community development/organizing practices and principles to work effectively with individuals, groups, and communities
8. Significant knowledge regarding all steps of strategic planning, including data collection/analysis, root cause analysis, logic model development, evidence-based strategy implementation, evaluation, and sustainability planning
9. Thorough understanding of United Way campaign and community impact processes as well as marketing principles
10. Proficient in Microsoft Office, databases, and web-based applications (internet, email, social media)
11. Ability to follow written and verbal instruction
12. Excellent verbal and written communication skills
13. Strong understanding of Carroll County demographics, culture, and communities
14. Ability to work a flexible schedule, including occasional evening commitments

ENVIRONMENT:

The venue of this position is a general office environment that is clean, well-lighted, and environmentally comfortable, free of fumes or airborne particles, and only minimally exposes employees to office solvents limited to those relative to copier equipment.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This document describes the position as it is currently available and is not a contract. Granite United Way retains the right to change modify the position description at any time.

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This position requires:

1. Minimal requirement to reach at or above shoulder level; occasional reaching below shoulder level required
2. Ability to travel throughout the territory required
3. Ability to work a flexible schedule, which may include night and weekends
4. Ability to tolerate prolonged sitting and/or standing and to lift to approximately 25 pounds to waist high level whenever necessary.
5. Mobility includes regular sitting, some standing and walking.
6. Sitting, some standing and walking.

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