



Montcalm Prevention

COLLABORATIVE

One County. One Cause.

Contract Position Posting

Job Title:

Montcalm Prevention Collaborative (MPC) Assistant Coordinator

POSITION

Assistant Coordinator Position; Part Time Independent Contract Position working in partnership with Coordinator.

REPORTS TO

Montcalm Prevention Collaborative; direct supervision provided by Coordinator and MPC Executive Board.

HOURS PER WEEK

up to 24

PAY

This is an independent contractor position.
\$20 – \$30/hour commensurate with experience

STARTING DATE

To Be Determined

Job Description Summary

The Collaborative Assistant Coordinator is responsible for assisting in the coordination and management of adult and youth-focused efforts and development of environmental alcohol, tobacco, and other drug (ATOD) reduction strategies for a substance use reduction collaborative funded through various federal agencies. The Assistant Coordinator aids in the development and planning of collaborative programming throughout partner agencies, ensure asset building, and employ resiliency-based strategies utilizing the established Risk and Protective Factors which will be prevalent throughout all programs. The Assistant Coordinator will work closely with the collaborative's current Coordinator and Executive Board to develop and coordinate programs with partner organizations. The Assistant Coordinator must work effectively with the collaborative; school districts; businesses; federal, state, and municipal entities; health organizations; community groups; and youth-serving organizations. The Assistant Coordinator is responsible for assisting in all other logistical issues in carrying out collaborative efforts as well as other duties as assigned.



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Specific Responsibilities

- Assists in grant reporting process and Budget Planning and Management
- Works with Montcalm Area Intermediate School District's Financial Manager and MPC Executive Board to assist in development of an annual budget for collaborative activities, track progress to ensure appropriate and efficient use of resources and provide in-kind donation progress reports to the grantors upon request.
- Works with county-wide youth prevention clubs and their advisors to assist in the success of their programs.
- Collaboration with other organizations to foster relationships and avoid replication of programming efforts.
- Assist in planning and implementation of Community Events to address needs as identified by MPC.
- Assists with assessment and carrying out of plans related to environmental ATOD reduction events for individuals, organizations, businesses, and communities.
- Assists in collaborative needs assessment and planning process that includes all regional major service providers and collaborative members.
- Assists with development of relationships with local program directors to foster and develop a pool of alternate resources and avoid replication of services.
- Assists with development and continuation of ongoing evaluation plan with MPC

Qualifications

Bachelor's degree in an appropriate discipline and with minimum of 2 years' administrative and managerial experience preferred. Master's degree optional. Experience in the development of collaboratives, grant writing, and implementation of educational programs is preferred. Should be familiar with ATOD issues; health service delivery; and federal, state, county, and local government. Strong communication, interpersonal skills, and team building skills required, along with an interest in working in partnership with youth, administration, staff, volunteers, and elected officials. Experience with federal grant programs generally is preferred.



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Additional Information

This position may require evening and early morning meetings as well as occasional weekend work.

Ability to travel at least twice a year attending trainings with youth.

Ability to work independently remotely but will be required to attend local meetings in person.

Must be able to lift up to 30 pounds unassisted. Must possess a valid driver's license with proof of liability insurance and favorable driving history. Must pass criminal background check prior to start of position.

Stipend and reimbursement for mileage and travel as determined by contract terms.

**Please send resume and letter of interest to MPC Chair: jkroneck@mmdhd.org
On or before posting end date of 10/25/2023 @ 5 pm.**

By submitting this application electronically, you agree to have your information shared with members of the Executive Board of MPC.