

Maryland Strategic Prevention Framework Coordinator Job Description

Job Summary

The Maryland Strategic Prevention Framework (MSPF) Coordinator is a part time position that assists the Somerset County Community MSPF Coalition to reduce the misuse of alcohol by youth and young adults. The Coordinator is staff to the Coalition as it implements the five-step Strategic Prevention Framework process, which includes a Community Needs Assessment, Capacity Building, Strategic Planning, Program Implementation, and Program Evaluation. While the MSPF Coordinator will be paid by the Somerset County Local Management Board, Inc. as a contractual employee, the Coordinator works under the direction and supervision of the Somerset County Community MSPF Coalition.

The role of the MSPF Coordinator is to empower the Coalition to implement the MSPF process. The MSPF Coordinator cannot and should not do this alone or take on all the responsibilities. A very important part of this position is understanding the dynamic of the Coalition and being able to effectively empower the Coalition to take on assignments, roles, and actively engage in completion of action plans.

Qualifications

- Must have strong communication skills with a proven ability to develop effective collaborative relationships.
- Must be able to clearly articulate purpose, goals, and objectives both verbally and in writing, and to listen and integrate stakeholder feedback and recommendations.
- Experience in community organizing, community or organizational development, and/or substance abuse prevention.
- Leadership characteristics including the ability to adapt approach, style and methods to best engage, empower and sustain the involvement of community partners as necessary.
- Must be detail oriented, able to track, follow through and meet deadlines.
- Bachelor's degree preferred.

Primary Job Responsibilities

- Assist the Somerset County Local Management Board, Inc. and the local Prevention Coordinator in aiding the existing Coalition to expand its mission and membership to specifically meet the requirements of the MSPF Initiative.
- Assist the Somerset County Community MSPF Coalition to implement the five-step MSPF process:
 - Capacity Building Tasks: Assist the Coalition in providing public awareness of the Coalition and its efforts to reduce misuse of alcohol; recruiting members and partners; assessing and addressing Coalition strengths and needs, etc.
 - Needs Assessment Tasks: Assist the Coalition with any revisions, additional data collection, etc. necessary after submission of the report.
 - Strategic Planning Tasks: Assist the Coalition to incorporate the results from the Needs Assessment Report and process into its MSPF community logic models and MSPF Strategic Plan submission to the Alcohol and Drug Abuse Administration (ADAA).
 - Program Implementation Tasks: Assist the Coalition, vendors and partners to implement the evidence-based prevention activities detailed in its MSPF Strategic Plan.
 - Program Evaluation Tasks: Assist the Coalition to evaluate the implementation and outcomes of the prevention activities included in the Strategic Plan; compiling information for progress evaluation reports required by funders.
- Other duties as assigned by the Community MSPF Coalition leadership.

Other

- Hours: 20 hours per week, within a Monday through Friday, 8:00 a.m. to 4:30 p.m. schedule.
- Salary: To be determined, not to exceed \$15,600.00 annually.
- Site: Office location at 8928 Sign Post Road, Suite 1, Westover, MD 21871.
- Supervisor: Somerset County Local Management Board, Inc. Executive Director.
- Travel: Travel reimbursement at current county rate, with prior approval of expenses only.
- Night, weekend hours: Only during special events, community outreach efforts, etc., and only with prior approval.