**Drug Free Communities Co-Director**

**Position Summary:**

The DFC Co-Director is responsible for the oversight and project implementation of all substance abuse prevention activities in Fayette County Ohio.

**Essential Duties & Responsibilities:**

* Oversees the implementation of the Drug Free Communities Program and the associated 12-month action plan.
* Oversees the implementation of smaller addiction prevention projects started through the coalition to meet cash and in-kind match requirements.
* Supervises program staff, partner agencies and coalition volunteers.
* Ensures the agency’s compliance with all applicable regulatory agencies and federal, state and local laws.
* Provides fiscal and personnel management in conjunction with the agency’s Fiscal & HR departments.
* Provides staff support to coalition leadership and committee chairmen.
* Ensures all program record keeping and reporting are completed accurately and on-time by creating and maintaining a system that provides for the evaluation, control, and documentation of all community prevention related activities.
* Secures additional funding for coalition activities through grant writing, fundraising, and securing in-kind match of goods and/or services.
* Conducts core measures survey annually, analyzes the data and prepares presentations and reports to present locally.
* Collects additional qualitative and quantitative data to describe community conditions and complete logic models.
* Develops the 12-month action plan in coordination with coalition membership.
* Serves as the key liaison between the coalition, general public, service providers and other stakeholders.
* Establishes and maintains effective working relationships with stakeholders.
* Negotiates and creates contracts for the coalition to meet project deliverables.
* Regularly communicates with local media regarding coalition activities and highlights partner accomplishments.
* Creates and disseminates coalition and educational materials.
* Plans, organizes and conducts training for coalition members, agency staff and other appropriate community stakeholders or locates training providers to meet coalition needs.
* Develops and implements substance abuse prevention policies and procedures.
* Recommends and implements corrective actions to coalition activities.
* Provides orientation to new coalition members and volunteers.
* Creates and maintains inventory of substance abuse treatment, prevention and alternative activities.
* Regularly communicates with coalition sector members and maintains the 12-sector requirement of the DFC program.
* Maintains coalition memberships with Prevention Action Alliance and the Community Anti-Drug Coalitions of America.
* Represents the coalition and its interest at the local, state and federal level. Provides advocacy and leadership.
* Coordinates the youth coalition to ensure involvement of youth coalition in adult coalition activities.
* Effectively utilizes the Strategic Prevention Framework and 7 strategies for community level change.

**Qualifications, education, and/or experience:**  
The following qualifications represent the training education, certifications, licensures, and/or work experience required to perform the essential duties and responsibilities successfully.

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**Education:** Must have a Bachelor’s degree in Education, Social Services, Counseling or closely related field required.

**Experience:** Must have experience working in the prevention field and running community events and meetings. At least 5 years’ experience is preferred.

**Additional Requirements:**

* U.S. Citizen
* Valid driver’s license and insurance
* 18 years of age or older
* Ability to pass BCI/FBI Criminal Record Check
* Ability to pass a Sex Offender Registry Check
* Ability to pass the Child Abuse and Neglect State Registry Check

**Certificates, Licenses, Credentials:** Must be a Ohio Certified Prevention Specialist or working toward OCPS Certification.