

WOONSOCKET PREVENTION COALITION, DBA THE BLACKSTONE VALLEY PREVENTION COALITION

GRANTS COORDINATOR

Position Description

The Grants Coordinator (GC) of the Woonsocket Prevention Coalition (WPC), dba the Blackstone Valley Prevention Coalition, reports to the Executive Director/Regional Director and has the following responsibilities:

- Plan, coordinate and implement all activities and evidence-based strategies and initiatives of the specific grant(s);
- Assist with planning, developing and implementing youth-related activities;
- Develop and sustain diverse community collaborations and partnerships;
- Prepare, organize and conduct community presentations on varied prevention and public health-related topics for multiple audiences;
- Develop educational and public awareness material and campaigns;
- Timely completion of all required WPC/BVPC, local, state and federal reports;
- Maintenance of grant and administrative data and files

Bachelor's Degree in the field of prevention, social work, public health or related field. Bilingual in Spanish beneficial. Some experience in prevention education and substance abuse prevention preferred. Must be either certified in substance abuse prevention or be willing to work toward certification in the first year of hire. Must possess excellent verbal and written communication skills, public speaking skills, ability to manage multiple projects, strong computer skills and willingness to maintain a flexible schedule when needed.