

Project Manager, The Scituate FACTS Coalition
Reports to Substance Abuse Prevention Coordinator
Year-round, Part-time Position
24 Hours Per Week - \$24,192 per year, with benefits

The Town of Scituate seeks an individual with strong organizational skills to join the Scituate FACTS team. Ideal candidates will have a background in public health, prevention, social work, or youth development. Must enjoy the fast work pace of a growing coalition, working to create change and reduce substance use disorders in the community.

This is a grant-funded position, and is contingent upon the continued funding of The Drug Free Communities support grant, slated through September 2018.

4 days per week in the Scituate Harbor Community Building Office. One of the regular workdays will include after-school hours at Scituate High School. *Proposed schedule: Monday, Tuesday and Wednesday in the office from 9:00-2:00; and Thursdays from 12-4:00 at Scituate High School, plus 3 hours at an evening meeting once per week.*

Job Responsibilities include:

- 1) Grant-related record-keeping and finance
 - a. Process accounts payable
 - b. Monthly draw-downs from Grant Payment Management System
 - c. Track grant budget and in-kind contributions
- 2) Support the Execution of Coalition Action Plan
 - a. Create project plans with various working groups (healthcare subcommittee; 5th Quarter, etc.)
 - b. Assist with event planning and logistics
 - c. Directly support projects at Scituate High School, with SPS Staff
- 3) Communications
 - a. Recording secretary for Open Coalition Meetings 5 per year (minutes, agenda)
 - b. Manage PR for Coalition events (Write press releases ,create fliers, school channels, social media)
 - c. Manage Constant Contact Database and send Coalition newsletter updates
 - d. Maintain Coalition Events Calendar on www.scituateFACTS.org
 - e. Regular outreach to Sector representatives and community groups

Responsibilities include some local travel to regional conferences and trainings, such as Rockland, Boston, and Worcester, approximately 1-2 times per month.

During the first year of employment, there are three separate weeks of out-of-state training that are required to attend CADCA's National Coalition Academy. Candidates must be available to travel (Sunday evening through Friday afternoon) on three separate weeks.

Please submit resume to Annmarie Galvin, Substance Abuse Prevention Coordinator, at: agalvin@scituatema.gov