



**Community
Impact
North Carolina**

Position Description

Position: State Impact Coordinator

Description of Work: This position will focus on coordination of the NC Statewide Coalition. Position will foster relationships to develop and coordinate Statewide Coalition efforts. Position will be responsible for identifying policy and coalition related needs. This staff member will be responsible for coordination of NC Statewide Coalition meetings. This position supports the overall mission Community Impact NC as we work to prevent substance misuse statewide. Position will work under the direction of and report to CEO & COO.

This position is responsible for communicating Substance Abuse and Mental Health Services Administration (SAMHSA) and Community Anti-Drug Coalitions of America (CADCA) models when administering duties. This position will be responsible to report outputs and outcomes related to their work and efforts related to their position.

Examples of Duties and Responsibilities:

- Research national, state and local best practices related to Substance Use Disorder (SUD) Prevention and Recovery
- Coordinate process of Strategic Prevention Framework
- Arrange logistics of statewide coalition efforts
- Present at state and/or national level meetings
- Create tools/resources to be utilized by Statewide coalition
- Report efforts including outputs and outcomes
- Keep organized records of work done
- Performs other duties as requested

Qualifications for position:

- A bachelor's degree or higher (preferred)
- Enthusiastic, creative, and motivational personality
- Ability to multitask
- Self starter
- Available for flexible work hours
- Available for out of town travel
- Outstanding written and oral communication skills
- Good computer skills in Google Suite, Microsoft Office, internet exploration, and social networking
- Presentation skills
- Experience in community mobilization/collaboration
- Knowledge of SUD field
- Strong organizational skills

Work Conditions: Work is usually performed in office and/or remotely. Travel is required using a personally owned vehicle but reimbursed at rates established by policy. Occasional overnight travel is required. Work hazards are minimal although there are some risks due to travel necessary to fulfill the mission of Community Impact NC. Position is Full Time with flexible hours.

Salary Range: \$35,000 - \$40,000

Please submit resume and cover letter to Anna Godwin anna@impactcarolina.org
Submission period closes **August 7, 2020.**