

PART-TIME COALITION COORDINATOR FOR THE NORWALK PARTNERSHIP (TNP)

Position Title: The Norwalk Partnership (TNP) Project Coordinator

Reports to: Prevention Director, Positive Directions-The Center for Prevention & Counseling

Job Type: Part-time, hybrid

15 hrs/wk, including online and in community (Norwalk). 2 in-person meetings a week at local high schools. Occasional evenings or weekends. \$20/hour

Essential Duties:

This position coordinates and supports The Norwalk Partnership (TNP), a community coalition to prevent substance misuse in youth and young adults in Norwalk. It is funded through a federal grant held by Positive Directions–The Center for Prevention and Counseling.

1. Coordination:
 - a. Provide administrative support to the TNP coalition and its committees, including emailing invitations and calendar appointments, tracking participation, producing minutes, scheduling meetings.
 - b. Participate in and support monthly leadership meeting (3rd Wednesdays at 2:30) and TNP coalition meetings (last Wednesdays 12pm).
 - c. Assist with communications (social media, blog posts, newsletter production and translation), in collaboration with Prevention team.
 - d. Help maintain the project’s website (thenorwalkpartnership.org).
2. Outreach & engagement:
 - a. Outreach to targeted individuals or groups (for example, parent groups, local businesses) to build relationships, provide resources, invite participation in project activities.
 - b. Attend and help plan/promote community events such as NorWALK for Mental Health, Freshman Forum, resource fairs, dissemination of materials, etc.
 - c. Assist with presentations and trainings to parents or other community groups.
 - d. Support teen interns in planning and implementing substance use prevention and mental health promotion activities in the local high schools, including attending two weekly high school club meetings in Norwalk. (Wednesdays and Thursdays 2:30-3:30pm).
 - e. Coordinate monthly pro-social activity for teens engaged in our “Moving On” support groups.
3. Other:
 - a. Attend Positive Directions monthly staff meeting (2nd Thursdays 2-3:30pm)
 - b. Attend prevention trainings to develop personal knowledge and skills.
 - c. Other duties as requested.

Requirements:

- Willing to serve as a leader and role model to parents and youth, with particular emphasis on avoiding substance use under age 21.
- Good interpersonal skills, comfortable working with diverse populations.
- Organized, attention to detail.
- Bilingual (Spanish) highly desirable.

- Communication, social media, and/or design skills highly desirable.
- Knowledge / networks in the Norwalk community highly desirable

Apply: Submit cover letter and resume to Margaret Watt at mwatt@positivedirections.org. No calls, please.

About Positive Directions: Positive Directions–The Center for Prevention & Counseling, is a nonprofit behavioral health organization located in Westport. Positive Directions provides mental health and substance misuse services, including prevention, treatment, and recovery. We are an Equal Opportunity Employer. We actively seek and value diversity in our hires.