



<https://sacada.org/job/coalition-coordinator/>

## Coalition Coordinator SPF-PFS

### Description

The Project Coordinator is responsible for the facilitation of the Strategic Prevention Framework process. Through conducting capacity building activities, obtaining community agreements, providing information, this position will guide the coalition to meet the goals of this project. This position is grant funded through September 29, 2028.

The purpose of the SPF-PFS grant is to help reduce the onset and progression of substance misuse and its related problems by supporting the development and delivery of community-based substance misuse prevention and mental health promotion services. The program is intended to expand and strengthen the capacity of local community prevention providers to implement evidence-based prevention programs.

### Core Duties

- Establish and maintain cooperative, professional, and productive work relationships with local stakeholders.
- Facilitate Monthly Circles of San Antonio Community Coalition Meetings.
- Coordinate with TPCC Coalition Coordinator and Metro Health on Breathe Clear Coalition strategies, agenda and document minutes.
- Collaborate with youth leadership and the Alamo Area Suicide Prevention Coalition Coordinator.
- Recruit and increase members participation in Coalition activities
- Attend meetings, training sessions, staff meetings as assigned.
- Work with the coalition team and contracted evaluator on process and outcome evaluation and assists with the development of new strategies based on community needs assessments.
- Documentation of weekly activities into the CARE Activity Tracker
- Conduct a set presentation to the San Antonio Police Training Academy on Social Host Ordinance. Prevention Specialist will cover the Drug Trends section and Adult Services will cover Stigma
- Prepare presentations about substances of use and other topics that may relate and use positive alternatives to provide fun, challenging, and structured activities so people have constructive and healthy ways to enjoy free time and learn skills.
- Conduct and facilitate presentations to youth or adults in schools or in the community or via an online platform regarding substance abuse/use and other related issues to the program target population.
- Promote the use of medication disposal options for community members.
- Actively attend in person or online community coalition meetings related to prevention of substance use prevention.(Traffic Jam, Injury Prevention Consortium, Barrio Network, ADAPT etc)
- Attend team and staff meetings in person and online work with Director.
- Work with Directors on media awareness activities.
- During odd years track legislation that may impact prevention of substance use.

### Hiring organization

San Antonio Council on Alcohol and Drug Awareness

### Employment Type

Full-time, Non-Exempt

### Duration of employment

This position is grant funded through 9/29/2028

### Job Location

7500 US Hwy 90 West, Ste. 201,  
78227, San Antonio, TX 78227,  
Region 8

### Base Salary

\$ 46,000 - \$ 54,000

- Conduct environmental scans related to product, price, placement, and promotion of substances.
- Lead the Do the Write Thing Essay Contest annual volunteer opportunity for coalition members

### **Required Training**

- Evaluation data collection platform
- Complete the required new employee orientation topics on the Behavioral Health Training Platform
- Attend the SPF Application for Prevention Success Training (SAPST)
- Attend Sexual Harassment Awareness Training at Orientation.
- Attend HIV/ AIDS Model Workplace Guidelines Training at Orientation.
- Attend Cardiopulmonary Resuscitation (CPR) and First Aid Training within 60 days of employment or have valid certification upon hire. Must maintain valid certification while employed.
- Attend Suicide Prevention Training Annually.
- Attend Ethics for the Prevention Field Annually.
- Attend Continuum of Care Training Annually.
- Attend Texas Reporting Child Abuse Training Annually.
- Attend Stigma, Overdose Prevention Training Annually.
- Attend HHSC Cyber Security Training Annually.
- Attend Human Trafficking Awareness Training Annually.
- Attend Adult Mental Health First Aid Training.
- Attend Safety trainings as scheduled or assigned. (De-escalation/Active Shooter/ Stop the Bleed)

### **Education/Training/Work Experience/Skills Requirements**

- Bachelor's Degree in the field of education, social and/or human services, or public health preferred; commensurate experience accepted as determined by the Executive Director.
- Certified Prevention Specialist (CPS) required within 18 months of employment.
- Experience in coalition building, recruiting and supervising volunteer groups.
- Knowledge of community change.
- Ability to work independently and yet maintain close, collaborative relationships with coalition members and other staff.
- Ability to manage time effectively.
- Excellent written and verbal communication skills.

### **Other requirements:**

- Must be able to lift, pull, and carry up to 30 lbs.
- Must have reliable transportation and work nights and weekends as needed.

**Travel:** Local 15-25% Out of Town: 10-20%

**To Apply:** Email Gloria Solis [gsolis@sacada.org](mailto:gsolis@sacada.org) your resume and completed SACADA Employment Application or fax to 210-225-4768.