

JOB DESCRIPTION

PUBLIC POLICY INSTITUTE CONTRACT MONITORING COORDINATOR

REPORTS TO: Public Policy Institute Prevention Services Manager

SALARY: This position is part-time, 20 hours per week at \$20.00 per hour.

ESSENTIAL FUNCTIONS:

The position has overall responsibility for engaging funded agencies as well as monitoring, reporting and supporting contracted agencies through the Brighter Futures Initiative and Stay Strong Grants.

- Develop positive working relationships with key agency staff members of each funded program.
- Assist in developing strategic program plans which incorporate goals and objectives that support the strategic direction and mission of the agency and funders.
- Support program partners and provide resources to ensure that each funded program meets the expectations of its funders.
- Provide leadership to Substance Abuse Prevention Collaborative:
 - Schedule 90-minute meetings every other month
 - Schedule conversations for additional support to organizational members
 - Arrange for guest speakers or trainers at each collaborative meeting
 - Prepare updates for quarterly calls with Brighter Futures state funders
- Observe the day-to-day delivery of the programs to maintain or improve quality and ensure that services being provided align with agency logic models.
- Schedule site visits with funded agencies in advance so that they are able to secure pre-approval from schools (applicable once programming and CDC recommendations allow for in-person visits).
- Assist in coordinating the training activities and evaluation of funded programs.
- Ensure that monitoring and contract files are up-to-date, securely stored, and privacy/confidentiality is maintained.
- Communicate with stakeholders to keep them informed of program work and outcomes.
- Work with evaluators to design, execute and monitor evaluation work for the program
- Assist the Communications Director in gathering required reports from funded agencies.
- Submit appropriate program partner activities to Prevention Journal.

Knowledge and Skills Required:

Candidate must have strong oral and written communication skills and ability to document activities and assist with reports. Candidate must have the ability to effectively present information and facilitate meetings. Candidate must have strong organizational and time management skills, and the ability to maintain confidentiality of written and verbal information.

Education/Experience Requirements:

Bachelor's Degree and experience in a Human Service Organization is preferred. Candidates with experience building coalitions and program management will be considered strong candidates.

Skills Required: MS Word, Excel and virtual meeting platforms.

To apply, email a resume and cover letter with "Contract Monitoring Coordinator" in the subject line to jobs@communityadvocates.net by March 5, 2021.