



Job Description: Program Coordinator – Community Mobilization Project

Do you believe we will see a generation of tobacco-free youth? Do you believe that every youth deserves the right to be happy and risk-free from alcohol and other drug addiction? Are you looking for an opportunity to join a collaborative team and make a difference in the lives of our youth? If so, you're the type of candidate we hope applies for this role.

TxSDY is looking for a passionate social change leader who isn't afraid to work hard and speak up to protect youth. We are looking for someone that will build and maintain meaningful relationships with community partners as they work to create healthier and safer communities that prevent youth substance misuse. The Program Coordinator will serve as a liaison between TxDSY and communities, coalition members, and partner organizations and ensure our community mobilization efforts are staying on track by providing support for all project activities.

Internally, this position works closely with the Director of Programs and Strategy and our Epidemiologist. Externally, the position works with local communities from across the state to support their implementation of evidence-based youth substance use prevention strategies. Our Program Coordinator will focus on community mobilization efforts to reduce youth access to alcohol - the substance young people use the most. It isn't always pretty or easy work, but because we are saving lives it is very rewarding. Just ask the people who have served alongside us for nearly 25 years.

Position Overview:

The position supports special projects of TxSDY and the staff as they arise. The position establishes/maintains working relationships with vendors and grant officers. The position requires motivation to do work that is consistently of the highest quality and ability to deal calmly and effectively with a wide range of personalities and circumstances. The position works in a team environment and manages multiple tasks simultaneously, sometimes under tight deadlines. The successful candidate will enjoy working in a fast-paced environment, providing support to others, and learning about grants management as well as program implementation. The successful candidate will also demonstrate strong attention to detail.

We are looking for someone who:

- Thinks about short term in relation to long term goals and the big picture
- Has attention to detail
- Has worked with large and diverse volunteer groups
- Is relational while holding others accountable and meeting deadlines
- Has worked in public policy, public health, community organizing, or political campaigns
- Doesn't mind tackling a task first
- Is agile and able to use adaptive thinking

Essential Job Duties:

- Serves as a strategic thinker and works independently
- Collaborates with TxSDY colleagues and helps them achieve their goals
- Monitors public policy priorities and progress towards goals by local partners
- Serves as a resource to project partners; provides policy research, talking points, supporting materials for addressing social access
- Schedules and attends project meetings with project partners
- Collaborates with partner agencies and helps them advance strategic goals
- Monitors project budget/s and prepares and manages grant paperwork
- Ensures materials are prepared for trainings, meetings, and events

The ideal candidate will have:

- Bachelor's Degree in political science, social/behavioral science, public health, communications or equivalent work experience
- Track record in working successfully with grants (reporting, budgets, implementation)
- Minimum of two years of one or more of the following:
 - Program/project support and/or coordination
 - Substance use prevention and/or public health work
 - Developing and implementing grassroots tactics
 - Event planning and execution
 - Public policy work (e.g. research, analysis, writing, administration, and/or advocacy)
 - Coalition building and/or working with volunteers to plan projects/events;
- Ability to simultaneously manage multiple, complex projects in varying stages of development under time constraints
- Strong organizational skills and task efficiency
- Knowledge of principles and practices of strategic planning and budgeting,
- Ability and comfort using technology (e.g. Zoom, PowerPoint, Basecamp) to achieve goals
- Exceptional oral and written communication skills
- Exceptional ability to foster relationships and build powerful partnerships
- Ability to travel overnight on a regular basis
- Must have a cell phone, driver's license, personal vehicle with applicable insurance
- Must be able to lift 30 pounds
- Small non-profit experience is highly preferred
- Commitment to organizational mission and ideology in order to effectively promote and advance the goals of our organization

Things to Consider:

- This position reports to the Director of Programs and Strategy.
- The salary is between \$38,000-\$42,000 (commensurate with experience) plus benefits.
- Hours: full-time exempt position; some nights and weekends. Travel required.
- Position does not require residency in Austin Metro Area, but does require residency in Texas and consistent travel to the office located in Austin, TX.
- To apply: Please send a cover letter and resume to info@TxSDY.org. Your cover letter should share how you can inspire others, your direct experience, and what you will add to our existing team.

Who is Texans for Safe and Drug-Free Youth (TxSDY)?

Located in Austin, *Texans for Safe and Drug-Free Youth* (TxSDY) is the statewide non-profit and social change organization that is committed to putting an end to youth alcohol, tobacco, and other drug use. When we see a gap that puts the health and safety of young people at risk, we fill it. We are also a leader in advancing evidence-based strategies that not only unleash large scale social movements but prevent youth from beginning deadly habits.

We are known for getting in the trenches and fueling our mission through sweat equity. We do this work in partnership with local coalitions, colleges, state agencies, stakeholders, and other organizations with similar missions. Within our matrix driven structure, our team is expected to work hard, and operate in a highly collaborative manner.

How does TxSDY pursue its mission? We use collective impact and civic engagement strategies to build capacity for communities to advance public policy through advocacy and effective prevention strategies. Simply put, we believe that community and corporate accountability are needed to prevent youth alcohol, tobacco, marijuana, and other drug use. And we train grassroots and grassroots leaders to do the work.

Our mission and values are simple...*We believe in a community where its members and corporate citizens share accountability for preventing youth substance abuse. We believe diversity and inclusion are key drivers of creativity and innovation. We welcome candidates who share our beliefs to apply for any role within our organization.*