



LIVINGSTON COUNTY
**CATHOLIC
CHARITIES**
HELPING LIVES GROW

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POSITION AVAILABLE

Drug Free Communities Project Coordinator- 1

Purpose of Position: On behalf of the Livingston County Community Alliance (LCCA), Livingston County Catholic Charities (LCCC) is seeking to hire a Drug Free Communities (DFC) Project Coordinator-1 that will coordinate the work of the LCCA and its respective activities as related to this federally funded grant position. This person will serve as the DFC Project Coordinator at the level of 0.5 FTE and will also have a 0.5 FTE position providing community-based substance abuse prevention activities as related to a State grant administered by Livingston County Catholic Charities.

This position will assist with the creation and development of a youth-led drug prevention coalition within Livingston County. Particular emphasis is placed on building membership among middle and high school students. As a member of the LCCC Substance Abuse Prevention Team, the DFC Project Coordinator will also support the work of additional drug prevention initiatives throughout the county.

Education/Skills Requirements:

1. **Education:** A Master's degree in social work, psychology, sociology, or closely related field is required. Preference for certification as a Certified Prevention Specialist (CPS) through MCBAP or must file a Professional Development Plan to obtain certification.
2. **Experience:** A minimum of one year of experience in the prevention field is preferred (employed or internship). An understanding of the Strategic Prevention Framework (SPF) and community organization strategies are a plus. Must possess excellent verbal and written communication skills as well as interpersonal skills for working with others, individually and in groups.
3. **Additional:** A demonstrated ability to work with a variety of professionals and volunteers in a productive and team-oriented manner. An ability to function well in a multi-task environment. This position requires flexibility in work schedule as needed for service delivery. Possession of a valid driver's license from the State of Michigan and proof of current no fault auto insurance is required.

EOE. E-mail resume and cover letter by October 23 to Kaitlin Fink, DFC Director, at Kaitlin@Livingstoncatholiccharities.org. Include "DFC Project Coordinator 1" in subject line. No phone calls please.

