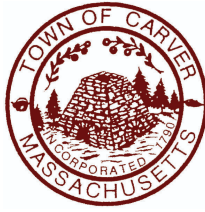


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CARVER PUBLIC SCHOOLS

3 Carver Square Boulevard, Carver, Massachusetts 02330-1200

Employment Opportunity

DRUG FREE COMMUNITIES PROGRAM DIRECTOR

REPORTS TO: Superintendent of Schools
ASSIGNMENT: 2022-2023 school year

WORK YEAR: Full Time
SALARY RANGE: \$45,000 - \$55,000

REQUIREMENTS / QUALIFICATIONS:

- Degree in Human Services, Public Health, Social Work, Public Administration or related field plus 1 year experience or commensurate combination of education and experience.
- Experience in community organization, substance use prevention, and coalition work
- Demonstrate ability to organize, coordinate and collaborate with cross-sector community coalition work.
- Strong communications skills
- Demonstrate ability to work with diverse populations.
- Be available for some evening and weekend work as needed.
- Knowledge of Carver and area services preferred.

RESPONSIBILITIES:

- Work with a coordinator to develop and implement a strategic plan and annual work plan.
- Work with coordinator to develop, expand and maintain the membership of the coalition.
- Attend all coalition meetings.
- Establish and maintain productive and effective relationships with coalition leadership and membership, partner organizations, local evaluators and CDC.
- Assist with leadership in developing effective community wide youth prescription drug and marijuana use and participate in local planning and coordination meetings.
- Coordinate or oversee workshops, trainings, conferences and other coalition activities.
- Promote culturally competent, state-of-the-art research-based prevention practices.
- Assist in enhancing subcontractor performance in delivering prevention services, cultural competence and customer service.
- Complete data collection and preparation for reporting.
- Act as a spokesperson for the coalition in coordination with local community groups.
- Complete all daily operations of the coalition and other responsibilities as assigned

To apply please visit www.schoolspring.com or send a letter of interest to:
Scott E. Knief, Superintendent, CARVER PUBLIC SCHOOLS, 3 Carver Square Blvd., Carver, MA 02330

Post: 10/24/2022