



NOTICE OF POSITION VACANCY

**ISSUED: 05/12/22
CLOSING DATE: 05/27/22
LOCATION: HEALTH DEPARTMENT**

HAMPSHIRE HOPE PROGRAM COORDINATOR

Hampshire Opioid Abuse Prevention Collaborative (HOAPC)

- **One (1) Full-time Vacancy (35 Hrs/wk)**
- **Band H: Anticipated Hourly Salary Range: \$28.10 - \$33.40**

DEFINITION:

The Hampshire HOPE Program Coordinator is responsible for administrative, project-management, coalition building and capacity-building work in developing and coordinating the Hampshire HOPE Coalition. Hampshire Hope is a multi-sector coalition addressing the rise in prescription opioid misuse, heroin use, addiction and overdose death in the Hampshire County region, through policy, practice and systems change.

ESSENTIAL FUNCTIONS:

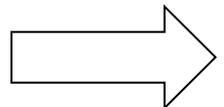
1. Development and refinement of a Strategic Plan and Logic Model utilizing the Strategic Prevention Framework (SPF) 5-step planning model. This will involve coordinating planning meetings with stakeholder groups, identifying and reviewing multiple data sources, identifying root causes and local conditions and developing related strategies.
2. Oversee and facilitate implementation of the HOAPC Strategic Plan in collaboration with Executive Council, committees and partners.
3. Coordinate overall efforts of the Collaborative, including administrative support of the Executive Council, committees and any work groups formed. This involves facilitating meetings, creating agendas and taking meeting minutes.
4. Maintain regular contact with key stakeholder groups from the participating municipalities including health care, law enforcement, schools, human service agencies, legislators, municipal leaders, treatment providers, and others.
5. Recruit and orient new members to the coalition.
6. Maintain updated database and email list of Hampshire HOPE members and partners. Develop monthly newsletters and frequent social media posts.
7. Assist with sustainability efforts, including writing grant applications.
8. Maintain records and complete reports as required by funder(s). Ensure that all reports are reviewed and approved by representatives and appropriate City of Northampton personnel prior to submission.
9. Implement all evaluation activities as required by funders and evaluators, including management programmatic data for all activities.
10. Develop strong working relationships with funding program officers at Dept. of Public Health, Department of Justice, SAMSHA, grantor technical assistance providers, and any future funding sources.
11. Represent Hampshire HOPE at neighboring coalition meetings, public meetings, conferences and events as assigned.
12. Assist in development and implementation of assessment and evaluation tools.
13. Provide technical assistance as needed to partner agencies and municipalities.
14. Understanding of how to apply concepts of health equity, racial health disparities, and cultural humility.

MINIMUM QUALIFICATIONS:

Education and Experience: Master’s Degree in Public Health, Public Policy or related field plus at least 2 years relevant professional experience; or Bachelor’s Degree with a minimum of 5 years’ experience will be considered. Ability to travel for meetings and events. Valid MA Driver’s License and personal vehicle required.

Knowledge, Ability, and Skill:

1. Demonstrated organizational and project management skills.
2. Strong understanding of policy, systems and environmental change activities for community health promotion (particularly in relation to substance abuse prevention, treatment and intervention.)



3. In-depth understanding of coalition-building, strategic planning (in particular the Strategic Prevention Framework model), and evidence based approaches.
4. Political savvy and tactfulness in encouraging policy and systems change.
5. Skilled in assessment and program evaluation.
6. Competence in working with, and familiarity with, the cultural, geographic, ethnic and rural characteristics of Hampshire County.
7. Excellent oral and written communication skills.
8. Skilled in meeting facilitation and coordination.
9. Computer skills including Word, Excel, Outlook and PowerPoint, Google Suites, Mail Chimp and Facebook (and other social media platforms).
10. Strong knowledge of opioid related issues, in particular in Hampshire County.
11. Knowledge of effective social marketing principals.
12. Ability to exercise sound judgment.
13. Ability to be creative, flexible and detail oriented.
14. Ability to maintain accurate records and prepare reports, including graphs, charts and tables.
15. Ability to manage grant financial systems.
16. Ability to work independently.

Physical Requirements:

Minimal physical effort is required to perform the duties under typical office conditions.

FRINGE BENEFITS:

Benefits are consistent with other non-represented employees.

TO APPLY:

Employees who wish to be considered for transfer or promotion to the position may do so by completing a Promotion/Transfer Request form and submitting it to the Human Resources Department, 240 Main St., Northampton, MA 01060 by close of business on the above closing date. Others please submit a City application and/or resume by above closing date. See "City Jobs" at www.northamptonma.gov for info/download/submittal.

~~Equal Opportunity Employer~~