

Job Posting:
Coalition Coordinator
Dallas Area Drug Prevention Partnership (DADPP)

Job Opening:

Recovery Resource Council is seeking to hire one, full-time Coalition Coordinator for the Dallas Area Drug Prevention Partnership Coalition. Desired applicants are individuals who are educated about the dangers of alcohol, tobacco, and other drugs who are passionate about reducing the impact and incidence of substance use among youth. Must be comfortable and confident with face-to-face interactions. Must have demonstrated success and experience with public speaking and coordinating coalition or other community/group activities. Social media/podcast experience preferred. Data collection, data management experience preferred. Must be vaccinated for COVID and uphold all agency and pandemic-specific safety criteria. Coalition Coordinator must live in the Dallas/Fort Worth area and will work a hybrid in-person/remote schedule.

Duties and responsibilities:

The Coalition Coordinator works to meet goals and objectives established by the Dallas Area Drug Prevention Partnership (DADPP) and the DFC grant, focusing efforts on Dallas County with focused interest in the following zip codes: 75201, 75202, 75203, 75215, 75216, 75217. Performs duties in strict accordance with established departmental procedures, timelines, and statements of work. Provides key administrative and program support for the coalition. Works to expand representation of coalition partners, in terms of both number and diversity. Conduct data collection and evaluation activities. Actively participates in implementing coalition activities, including professional conferences, town hall meetings, community forums, after school and summer programs, and other program-sponsored events. Maintains DADPP website and social media. Has primary responsibility for information dissemination by way of social network sites, newsletters, and e-mail blasts. Successfully coordinates and executes regular coalition meetings and disseminates meeting minutes and recaps in timely fashion after meetings.

Please submit letter of interest and resume to the Director of Community Engagement:
b.tinney@recoverycouncil.org