THE NEXT DOOR, Inc.
POSITION OPENING FOR ODELL HISPANIC COALITION COORDINATOR

Worksite Location: Hood River County
Work Schedule: Full Time, 40 hours per week
Salary Range: $15.61 - $18.21 per hour
Benefits: Generous Health/Dental, Vision, Life, LTD, Retirement, Vacation, Sick, Holiday
Reports to: Odell Hispanic Coalition and Project Manager
Application Deadline: Open until filled

Why would you want to work at The Next Door, with the Odell Hispanic Coalition?

Hopefully you want to work at The Next Door because you share our vision of a supportive community where all children and families are safe, healthy and valued. Every day, we work towards making this vision a reality, by having integrity and by living our core values of being welcoming, just, empathetic, empowering and flexible. If you like to work in an environment where you’ll be learning right alongside our program participants—The Next Door is the place for you!

Who is The Next Door and the Odell Hispanic Coalition looking for?
We are looking for someone who is reflective, respectful, intuitive, honest, self-motivated, and passionate for health promotion, drug prevention, and making a difference for the community. We’re looking for someone who is able to work with community liaison’s to achieve Coalition Goals and meet the funder’s requirements. We’re also looking for someone who is detail-oriented, organized, knows how to prioritize tasks and can work independently as well as part of a team.

What will you do as a Coalition Coordinator?

- Ensure project quality and funder satisfaction by meeting with Coalition and project staff to track and achieving grant objectives, deadlines, reporting requirements and budgets.
- Build collaborations between ODHPD and other local organizations with the aim of improving project services and community impacts.
- Write and assist in writing and editing grant reports and proposals as needed to achieve goals and long-term sustainability of the Coalition.
- Report to Coalition, Coalition leadership and fiscal agent.
- Work collaboratively with Coalition, community partners, fiscal agency staff/administrators (the Next Door, Inc.) to meet program goals
- Engage community in drug prevention strategies that increase Hispanic youth success by increasing awareness of harm of drugs, decreasing access to drugs and increasing bonding to the community.
- Plan, coordinate, implement, and evaluate activities associated with the Coalition
- Manage local/state/federal reporting; and technical assistance to local Coalition members
- Participate in monthly reflective supervision meetings with Program Manager and Coalition Executive team.
- Prepare and attend all Coalition meetings, attend team meetings, trainings, and other meetings as required and approved by Coalition.
- Special projects as assigned by Coalition and Project Manager
- Maintain regular communications with Coalition, program and agency staff
- Attend community meetings/events as program representative, as requested and approved by Coalition

What are the Core Competencies that The Next Door and the Odell Hispanic Coalition expects of all its employees?
- Project a professional company image through in-person and phone interactions
- Maintain a high level of discretion when dealing with sensitive/confidential information
- Good time management skills and ability to multitask
- Professional verbal and written communication skills
- Use initiative and act independently in new as well as in everyday situations
- Work productively while providing quality work, free of errors or mistakes
- Excellent organizational skills; detail-oriented; follows through; and meets deadlines
- Dependable, reliable, trustworthy and persistent
- Good technical skills and competent use of computer programs and software
- Flexible and uses good judgment when responding to change, staying open to new possibilities
- Good interpersonal skills to effectively accomplish tasks by working with others

What are the additional Skills and Competencies you'll need as a Coalition Coordinator?
- Ability to engage with challenging people, build trust, and use a strength-based and equitable approach
- Acceptance of individual differences
- Knowledge of Drug Prevention related education, media, activities and policies.
- Open to reflective practice (i.e. has the capacity for introspection, communicates awareness of self in relation to others, recognizes the value of supervision)
- Ability to travel to out of state and in-state trainings and seminars

What Education and Experience do you need to be a Coalition Coordinator?
- Masters’ degree or relevant experience in public health or related field such as health education, administration, policy/planning, or in community/organizational psychology; or bachelor’s degree and 5 years of appropriate experience in managing or coordinating a community-coalition could be substituted for advanced degree.
- At least 2 years of experience with health education programs in community setting
- Public relations or marketing skills
- Excellent organizational skills
- Excellent interpersonal and communication skills
- Highly proficient with Microsoft Office and general computer skills
- Experience working with community stakeholders
Must have current valid driver’s license and auto liability insurance and be comfortable driving long distances (mileage reimbursement at .42 cents/mile).

Bilingual in English and Spanish

What are the physical demands of this position?
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to be able to:

- Talk, hear, stand, walk, and reach
- Type, sitting or standing behind a computer, for several hours at a time
- Lift materials/equipment weighing up to 30 pounds.
- Operate general office equipment
- Use laptop, cell phone and/or other mobile device to exchange information within remote travel areas
- Have a current driver’s license, and car insurance

What is The Next Door’s Disclaimer?
The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

The Next Door offers a casual, pet-friendly environment. To learn more about us, visit http://nextdoorinc.org

How do you apply for this position?
- By email: recruitment@nextdoorinc.org
- By mail or in person: The Next Door: 965 Tucker Rd, Hood River, OR 97031
- By Fax: 541-386-5440.

The Next Door is an Equal Opportunity Employer, one that appreciates differences and creates opportunities for staff to interact with people who do not look like, talk like, think like, believe like, act like, or live like they do.