

Organization: **Youth & Family Services (YFS)**

Department: **Counseling Center**

Position: **Coalition Manager**

Status: **Full-Time**

Reports to: **Director of Mental Health and Prevention Services**

Location: **Rapid City, SD**

Work Schedule:

Work Days: **Monday through Friday**

Hours/Week: **32-40**

Non-smoking work environment. Wage DOEQ. E.O.E.

Benefits: YFS strives to provide its employees with top-quality benefits. YFS employees are offered medical, dental, vision, long-term disability, and life insurance as well as multiple paid holidays, paid vacation and sick leave, 401K and retirement/pension options, and more!

Minimum Qualifications: Bachelor's degree (completed or actively pursuing) in behavioral science or related field is preferred. High School diploma or GED is required. Demonstrated history of leading workgroups, coalitions, task forces or other diverse groups preferred. Exceptional personal experiences, knowledge and passion associated with the mission of the Oyate Prevention Coalition and its target population of Native American youth and families preferred. Ability to work with people of all socioeconomic and cultural backgrounds. Ability and experience to work with public in networking and setting up programs and activities related to prevention of underage alcohol and other substance abuse. Strong organizational, oral, and written communication skills. Knowledge of computers/various software programs. Ability to maintain confidentiality.

Essential Functions:

- Coordinate monthly coalition meetings (agenda, program, reminder notices, sign-in sheets, facility location, and lunch provisions).
- Schedule times and locations for the delivery of Evidence-Based Programs.
- Organize and assist in implementation of all alternative programming.
- Organize and assist in implementation of all coalition sponsored trainings.
- Provide coordination and support related to the coalition as well as needed paperwork and data collection related to ongoing prevention programming.
- Keep necessary files required by coalition.
- Send required surveys and reporting forms to the outside Evaluator as required.
- Attend associated orientations and trainings and complete all paperwork and reports in a timely manner as directed by supervisor.
- Provide group education of evidence-based programming to pre-determined sites.
- Promote and inform stakeholders and the general public of coalition activities, services, events and purpose.
- Make and maintain collaborative partnerships to promote and further the mission of the coalition.
- Complete required and other approved training to promote professional development and to further the mission of the coalition.
- Fulfill all requirements associated with requesting and administering budgets and funding which includes, but is not limited to, resolving funding objectives and/or shortfalls.
- Support the coalition's Drug Free Communities (DFC) including support to the DFC Project Director/Coordinator.
- Support other YFS programs to include services and activities relating to current and future grants/awards of the Oyate Coalition/DFC, WPRC and YFS.

Additional Functions: Act in accordance with purpose, philosophy, values, goals, policies, and procedures of YFS. Promote and support all YFS programs and services. Perform additional duties as assigned by supervisor.

Environmental Functions: Ability to lift up to 25 lbs. TB test required. Must work flexible work schedule, including nights and weekends; able and willing to meet travel needs of position.

How to Apply: For consideration, an application for employment must be submitted to the YFS Human Resource Department. Application may be downloaded at: <http://www.youthandfamilyservices.org/careers/>. Please note that resume only will not be accepted.

How to Submit Application:

By email

In person or by mail: Youth & Family Services, 1920 N. Plaza Blvd., Rapid City, SD 57702

Other location: One Stop Career Center

Any questions? Call HR Team at 605-342-4195!