Title: Coordinator

Role:

FT Coordinator: Provides visionary leadership to the (Coalition) in the development and sustainability of effective collaborative prevention and early intervention systems and resources for children youth and families. Assures the operations and systems required to support the vision and annual plan of the Coalition.

Responsible To:

The members of the (Coalition) through the Board of Directors/Leadership Team.

Responsible For:

Collaborative Capacity Development

The Coordinator promotes the development of collaborative capacity.

• Promotes and encourages participation in the (Coalition)

• Supports the development of formal arrangements and agreements between (Coalition) and other coalitions and groups.

• Coordinates collaborative leadership development and training opportunities.

• Develops and maintains systems and processes for documenting, communicating, and sharing of information of the coalition and its members.

• Develops policies and practices which support collaboration and the coalition.

• Coordinates and supports meetings and work of the (Coalition) committees, task forces and work groups.

Sustainable Prevention System Development The Coordinator promotes the ongoing monitoring and development of an effective prevention system for children, youth and families.

• Supports the collection of data and resources to identify prevention system needs and impacts.

• Maintains and enhances collaborative assessment, planning, implementation and evaluation processes.

• Assists in monitoring changes in the prevention system and in identifying the possible impacts in the community.

• Identifies and promotes opportunities for shared resources toward prevention and Child Well Being Outcomes.

• Assists the coalition in identifying and implementing policies and practices which support prevention outcomes.

• Works with members and the community to identify the benefits of collaborative prevention systems.

• Remains abreast of and informs others on effective innovations and opportunities which impact systems of care and prevention outcomes.

• Researches and develops opportunities for the (Coalition) and its members to enhance effective services and resources for children and families

Collaborative Partnerships

The Coordinator explores opportunities for partnerships which enhance the prevention system and improve the lives of children, youth and families.

• Identifies, promotes and participates in opportunities for shared resources and collaboration between coalitions, agencies and organizations for effective use of resources and to sustain common prevention and Child Well Being Outcomes.

• Identifies, promotes and participates in opportunities for collaborative partnerships and resources with other Nebraska communities, state and federal entities.

• Represents the (Coalition) through presentations and partnerships as designated by the membership (Steering Group/board).

Operations and Infrastructure

The Coordinator assures the effective day to day operation and infrastructure required for the Coalition for Children.

• Provides day to day management and oversight of state and federal grants of the (Coalition).

• Develops and presents an annual budget for Coalition approval.

• Enters into sustainability planning to assure the continuance of collaborative prevention systems and efforts.

• Coordinates with fiscal agent to assure sound financial processes, information and management by the Coalition.

• Assures the establishment of policies and practices for effective grant management.

• Documents and records the activities of the coalition.

• Plans, promotes and provides for effective member meetings and work groups.

Qualifications, Skills and Abilities:

• Degrees and or equivalent experience list based on community

• Work flexible hours.

• Travel within state

• Demonstrated ability to work independently.

• Computer literacy levels.

• Knowledge of prevention systems, organizations.

• Demonstrated understanding of prevention systems and impacts.

• Experience in working with diverse groups of organizations and citizens.

• Facilitation Skills

• Presentation Skills

• Experience working with volunteer leadership and organizations.

• Knowledge of the diverse groups and citizens in the community.

• Strong written and verbal communication skills.

• Conflict resolution skills.

• Knowledge and demonstrated experience with state and federal grants.

• Experience working with local, state and federal service partners.

• Experience and participation in partnerships.

• Able to make everyone feel like the only special person in the world and valued at the same time.

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| **Strategic Skillset:** * **Identify, research, and analyze information needed to make decisions**
* **Recognize patterns and challenges to achieving big-picture goals**
* **Find areas of coordination or gaps to fill**
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| **Servant Leadership Orientation:*** Seek to serve the community, not your individual organization
* Perceived as neutral, listening, and reflective
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| **Community Organizing Mindset:*** Identify any and all partners and work with all them to achieve goals
* Equip fellow partners with tools and information
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