



# CSHAA

Coalition for a Safe & Healthy Arden Arcade

**SHERIFF'S COMMUNITY IMPACT PROGRAM**

2350 Northrop Avenue | Sacramento, CA 95825

916.570-2807

**SACSCIP.ORG**

## **Job Announcement | Post Date: 2/15/2019 | Open Until Filled**

<b>TITLE:</b>	Program Director
<b>OVERSEEING ORGANIZATION:</b>	Sheriff's Community Impact Program
<b>POSITION REPORTS TO:</b>	SCIP Executive Director
<b>HOURS:</b>	Full time, salaried position of 40 hours per week Occasional evening and weekend hours and travel
<b>SALARY:</b>	\$45,000-\$65,000 per year   \$1730-\$2500 per pay period

### **PRINCIPAL DUTIES & RESPONSIBILITIES INCLUDE (BUT NOT LIMITED TO):**

- Oversee all aspects of CSHAA activities including assessment, capacity-building, planning, policies, public relations, implementation and evaluation
- Provides supervision to CSHAA staff, interns and volunteers, to include recruiting, hiring and evaluating performance
- Build and maintain community relationships and CSHAA visibility to support the objectives of CSHAA, while also maintaining mandated priorities as stipulated by grant requirements
- Is the lead representative of the CSHAA at local, statewide, and national events
- Identify partners and participate in the recruitment and orientation of CSHAA members
- Cultivate coalition members in a way that seeks to individually sustain participation, maintains member documents and encourages them to lead new member orientation
- Provide adequate oversight to ensure work groups are effective at implementing assigned strategies
- Leads CSHAA meetings, sets agenda, encourages collaboration, provides documents and fosters consistent attendance among coalition members
- Identifies and schedules capacity-building trainings per 12-Month Action Plan or per CSHAA requirements
- Supports the development of the annual budget. Provides resources and makes purchases within the structure of the approved budget – communicates regularly with key staff to ensure accurate reporting of CSHAA matters while maintaining grant reporting requirement
- Oversees data collection and assessment. Keeps research data up-to-date
- Prepares programmatic reports necessary to maintain funding. Acts as primary liaison between funders & coalition
- Creates the logic model & annual 12-Month Action Plan. Revise based on coalition discussion and developments
- Build prevention subject matter expertise and share with coalition members
- Maintains appropriate representation at county and state levels and establishes active relationships with other Drug Free coalitions and community groups of similar interests.

### **QUALIFICATIONS REQUIRED:**

- Minimum of five years of experience working in program development and management
- B.A. Degree in Education, Health Education, Communications, Social Work, or closely related field
- Strong communication skills including public speaking, writing and public advocacy skills
- Youth development experience preferred with a strong background in youth substance use prevention
- Ability to work occasional evenings and weekends in order to fulfill mission requirements
- Must be 18 years of age and be a US Citizen
- Must possess a valid California Driver's license and pass a fingerprinting background check