



**UpValley Family Centers**  
**Program Coordinator, UpValley Partnership for Youth**

**Employment Type:** 1 FTE (40 hours/week); Non-exempt

**Salary:** competitive and based on experience

**Benefits:** Medical, dental, vision, 401k plan, paid sick leave, vacation, holidays

UpValley Family Centers seeks a Program Coordinator to support youth drug and alcohol prevention activities and to coordinate a broad-based coalition of stakeholders called the UpValley Partnership for Youth. The Program Coordinator will be supervised by UpValley Family Center's Program Director.

**About the UpValley Partnership for Youth:** The UpValley Partnership for Youth is dedicated to reducing alcohol and marijuana use among youth in the UpValley northern region of Napa County. The coalition is funded by a federal grant provided to UpValley Family Centers and the Napa County Office of Education (NCOE). The coalition aims to reduce substance use among youth by addressing individual, parent, and environmental risk factors. The mission of the Up Valley Partnership for Youth is to use the collaborative strength of parents, youth and community members to address, prevent and combat problems relating to youth alcohol and marijuana use.

**About UpValley Family Centers:** We provide prevention services to strengthen children, adults and families. We operate family resource centers in Calistoga and St. Helena, serving over 3,000 individuals annually in our rural communities. UVFC is the result of a merger between St. Helena Family Center and Calistoga Family Center in 2014. Our mission is to provide guidance, support and resources in the community, in the home and for the individual, so that everyone can achieve a better life. We partner with early childhood programs, school districts, nonprofits, city and county agencies. To learn more, visit [www.upvalleyfamilycenters.org](http://www.upvalleyfamilycenters.org).

**Responsibilities:**

- Coordinate/provide staff support for meetings of the UpValley Partnership for Youth Coalition and its subcommittees. Coordinate agendas, reserve meeting space, send email notifications, take minutes, distribute minutes.
- Monitor achievement of Strategic Prevention Plan goals and objectives. Support Coalition members in executing education/outreach action plans. Coordinate trainings for Coalition members to support their leadership capacity.
- Build and sustain diverse Coalition member involvement and participation.
- Increase community awareness of youth substance use and how to prevent it, by coordinating public awareness campaigns in English and Spanish. Manage the Coalition's facebook page and internet.
- Provide education to parents on youth substance use and prevention practices they can take with their children and in their communities. This includes delivery of

the Triple P Program (Positive Parenting Program) outreach as well as provision of individual parent consultations and facilitation of discussion groups.

- Coordinate youth and parent-led efforts to address environmental risk factors.
- Work with evaluation consultants and NCOE on program evaluation efforts.
- Assist in development of promotional materials and building the Coalition's presence on the internet (website, social media).
- Act as an ambassador for substance abuse prevention. Attend school, community and local government meetings and make presentations.
- Communicate the overall vision of the UpValley Partnership for Youth, its policies, funding requirements and collaborative activities as needed within the community. Work collaboratively with UpValley Family Center staff to reach youth and families through school-based programs.
- Provide funder with all reports and evaluation data in a timely manner.
- Work with UpValley Family Centers' development team to build the long-term sustainability of the UpValley Partnership for Youth.

### **Qualifications**

- A Bachelor's Degree in public health, health, education, sociology or related field is required.
- Understanding of public health approaches to prevention of youth substance use and unique challenges youth face in the Napa Valley.
- Experience with group process and collaboration is highly desirable.
- Experience with policy advocacy and community education campaigns.
- Experience with media campaigns, social norm marketing, community awareness campaigns reaching diverse communities and audiences.
- Knowledge of Strategic Prevention Framework planning process, California Healthy Kids Survey data, and interest in expanding knowledge in these areas.
- Ability to coordinate/collaborate across sectors of the community including policy makers, youth, parents, community members, business, schools and media.
- Possess good organizational skills with the ability to work independently and track multiple projects simultaneously.
- Must be punctual and dependable at meetings and appointments.
- Competency in Microsoft Excel, Word and PowerPoint.
- Must possess strong written/verbal communication skills, in English and Spanish.
- A valid driver's license, personal vehicle and insurance are required.

### **HOURS OF WORK:**

Occasional weekend and evening work is anticipated.

### **APPLICATION PROCESS:**

Please submit a resume and thoughtful cover letter to: [ilopez@upvalleyfamilycenters.org](mailto:ilopez@upvalleyfamilycenters.org)  
Please no phone calls or walk-ins.

The UpValley Family Centers of Napa County is an equal opportunity employer.