



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

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.

The UpValley Partnership for Youth is a broad-based coalition dedicated to reducing alcohol and marijuana use among youth in the UpValley northern region of Napa County. 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. The Program Coordinator will be supervised by UpValley Family Center's Program Director.

Education and Experience Requirements: A Bachelor's Degree in Public Health, Health Education, Sociology, or a closely related field is required. Experience with group process and collaboration is highly desirable. Knowledge of the Up Valley communities and local schools and community-based organizations is desirable. Experience working directly with youth and families and ability to speak Spanish is required. A valid driver's license and personal vehicle are required.

Responsibilities:

- Coordinate meetings and subcommittee meetings of the UpValley Partnership for Youth Coalition, which is a federally funded Drug Free Communities coalition to reduce youth substance use. Coordinate agendas with the Chairperson and Steering Committee, reserve meeting space, send email notifications, take minutes, distribute minutes.
- Support Coalition members in executing action plans for outreach and education efforts. Coordinate trainings for Coalition members to support their capacity to implement the strategic plan. Monitor achievement of Strategic Prevention Plan goals and objectives.
- 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.

- 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 Napa County Office of Education to conduct 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 regarding the UpValley Partnership for Youth Coalition and related prevention efforts.
- 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.

Desired Qualifications

- Understanding of public health approaches to prevention of youth substance use and unique challenges youth face in the Napa Valley.
- 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.
- Possess an understanding of community challenges and readiness to change.
- Possess strong written and verbal communication skills, in English and Spanish.
- Competency in Microsoft Excel, Word and PowerPoint.

HOURS OF WORK:

Occasional weekend and evening work is anticipated. Must possess a valid driver's license and insurance.

APPLICATION PROCESS:

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

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