

### Coalition Coordinator

**Position Description** - Responsible for planning, implementing, and evaluating activities associated with the coalition. The activities include providing general oversight for coalition activities and associated projects; grant development, submission, and management; state and national reporting; and technical assistance to local/regional coalitions and partnerships that focus on [topic]. The coordinator works to develop and implement strategies that lead to long-term involvement of community institutions, organizations and individuals in health promotion, assessment, and evaluation activities.

#### Responsibilities:

1. Report to lead agency and coalition leadership.
2. Work as team member with lead agency staff/administrators to meet program goals.
3. Continually broaden expertise in [topic] and serve as resource person.
4. Conduct literature/resource reviews to identify best practices for coalition.
5. Represent coalition through professional associations locally, statewide, and nationally.
6. Recruit and maintain a diverse coalition membership with state and national partners.
7. Serve as coordinator/health planner for coalition by coordinating activities such as:
  - Direct needs assessment
  - Develop instruments and protocols for testing effectiveness of coalition strategies
  - Conduct community health planning activities
  - Collect, manage, and analyze community health indicators data
  - Direct coalition in developing health policies related to [topic]
  - Collaborate with other local, states and national organizations focusing on [topic]
8. Assist coalition members in conducting annual strategic planning and guide coalition to develop a comprehensive action plan based on needs-assessment and strategic planning.
9. Develop and implement data collection methods, tools, and evaluation measures for coalition activities and associated projects in conjunction with coalition members.
10. Coordinate and facilitate coalition meetings and communicate effectively with members to promote collaboration, negotiation, and problem solving.
11. Plan, coordinate, and conduct educational and training activities. Develop training, reference materials, and workshops for coalition and community members and coalition activities.
12. Continually maintain and develop content for the coalition website.
13. Collaborate and work closely with the health department administrators, legislators, heads of health plans, hospitals, physicians' health organizations, related businesses, academic institutions, and community-based organizations to promote coalition's mission and goals.
14. Develop marketing and media materials, campaigns, and opportunities in conjunction with the external affairs staff and statewide media consultants/network.
15. Direct and assist coalition to develop legislative action that promotes the coalition mission by developing position statements; reviewing and recommending endorsements of policies, and advocating for policies/legislation at state/federal levels.
16. Advocate/expand continuous quality improvement processes in service delivery.
17. Serve as a consultant to develop community partnerships. Work with local groups on:
  - Coalition development and maintenance
  - Community health planning and needs assessments
  - Health outcomes evaluation



- Improving immunization delivery
- Developing effective health plans and policies
- 18. Conduct annual site-visits to other local/state coalitions and provide consultation.
- 19. Continuously evaluate coalition effectiveness and coalition strategic plan.
- 20. Document findings and progress of programs and activities in written quarterly reports to lead agency, other funding agencies, and coalition members.
- 21. Manage and oversee expenditures of coalition budget (or contract). Seek and write grant proposals to obtain additional funding.
- 22. Report and present coalition progress and program findings through publications and presentations at national meetings/conferences.
- 23. Direct the work and activities of coalition administrative support staff. Supervise, mentor, and direct the work activities of students and assigned temporary staff.

**Qualifications:**

- Masters' degree or relevant experience in public health or related field such as health education, administration, policy/planning, or in community/organizational psychology; or bachelor's degree and 5 years of appropriate experience in managing or coordinating a community-based public health or voluntary health-related agency could be substituted for advanced degree.
- At least 2 years of experience with health education programs in community setting.
- Proven ability to work independently.
- Public relations or marketing skills.
- Excellent organizational skills.
- Excellent interpersonal and communication skills.
- Knowledge of the research process.
- Highly proficient with Microsoft Office and general computer skills.



## Coalition Administrative Assistant

**Job Description** - Responsible for supporting all activities associated with the coalition. Report to the coalition coordinator and provide administrative support to coalition and work groups to include: meeting scheduling and support, event planning, coalition program support and other duties as assigned.

### Responsibilities:

1. Support for coalition, steering committee, and work group meetings
  - Schedule rooms or arrange for outside venue.
  - Contact host site to confirm room, AV needs, chair setup and other specific details for meeting, if applicable.
  - Arrange for refreshments for meetings, if applicable.
  - Attend all meetings to take minutes and transcribe them in timely manner for coordinator's review prior to distribution to members.
  - Email and/or phone call reminders sent to all members week prior to meeting.
  - Compile meeting agendas for coalition coordinator's/work group chair's review prior to emailing.
  - Prepare handouts for distribution at meetings.
2. Event Planning
  - Assist coordinator in finding location for conference or event.
  - Send out mailing to all past attendees of conference/event notifying them of date, directions, parking, etc.
  - Create file with names of all attendees, addresses, titles, organizations in order to prepare labels, letters and nametags.
  - Accept registration forms.
  - Help design and arrange for printing of conference materials (brochure, forms, signs, name tags, handouts, compendium of resources/educational materials and syllabus).
  - Arrange for coalition volunteers to assist with preparing packets needed for conference.
  - Contact vendors to place orders for program materials and conference incentive items.
  - Prepare signs to assist with registration at conference.
  - Confirm menu selection with catering department at event site.
  - Confirm meeting room selections with representative at event site.
  - Site visit to confirm all arrangements are in place prior to conference date.
  - Remain on-site during event to oversee details and supervise volunteers.
3. Coalition project or program support
  - Conduct basic searches using bibliographic databases to support projects.
  - Manage databases for research – data sorting and routine frequency analyses
  - Assist in preparing budget worksheets as per federal guidelines and acquiring required grant materials, letters of support, appendices.
  - Create presentations and diagrams and flow chart graphics for oral presentations, manuscripts, poster presentations, and grant proposals.
  - Prepare posters to be presented at national meetings, including oversight of data layout.
  - Assist with completing required forms and obtain appropriate signatures.
  - Maintain program hardware, i.e., digital camera, computers, phones, etc.



#### 4. General

- Order supplies, materials, recruit volunteers, place printing orders.
- Data entry for surveys, evaluations, etc.
- Create newsletters reminding members of submission dates.
- Assist with formatting of surveys and questionnaires.
- Process checks and purchase program incentives.
- Acquire and archive publicity generated by programs.
- Maintain annual records of program activities.
- Design and write text for coalition or program brochures and flyers.

#### **Qualifications:**

- Proven ability to work independently
- Excellent organizational skills
- Excellent interpersonal and communication skills
- Highly proficient with Microsoft Office and general computer skills



## **Coalition Chair**

Responsible to coalition

### **Job Description:**

- Maintain and or expand current work group membership with assistance from coalition coordinator.
- Serve as liaison for work group to steering committee and coalition.
- Develop work group agenda with staff assistance.
- Serve as moderator of work group meeting.
- Designate a recorder for each work group meeting.
- Contact and coordinate with members about work group responsibilities.
- Represent coalition in the community (with staff assistance).
- Consult with coalition coordinator as needed.
- Deal with members and staff fairly, sensitively, and confidentially.
- Promote collaboration, conflict resolution and decision-making.
- Be open to diverse opinions and points of view.

### **Time Commitment:**

- Approximately 3 hours per month
- Attend work group meetings, steering committee and coalition meetings, and major coalition activities
- One-year availability

### **Qualifications:**

- Ascribe to Coalition mission, goals, and bylaws
- Possess strong leadership and organizational skills
- Be familiar with or willing to learn principles of parliamentary procedure



## **Coalition Vice-Chair**

Responsible to chair and coalition

### **Job Description:**

- Preside over work group meetings in the absence of the work group chair
- Assume the role of chair in the event of the chair's inability to complete a responsibility or term
- Consult with work group chair as needed
- Perform other duties as directed by the chair

### **Time Commitment:**

- Approximately 1-2 hours per month.
- Attend two work group meetings/year, steering committee and coalition meetings and major coalition activities
- One-year availability

### **Qualifications:**

- Ascribe to coalition mission, goals, and bylaws
- Possess strong leadership and organizational skills
- Be familiar with or willing to learn principles of parliamentary procedure



## **Coalition Secretary - Treasurer**

Responsible to coalition chair

### **Job Description:**

- Serves as secretary to coalition and steering committee.
- Assists with coalition/steering committee meeting agenda layout and distribution.
- Notifies coalition/steering committee members of upcoming meetings two weeks in advance.
- Locates and secures facilities and arranges lunch for meetings.
- Takes meeting minutes and distributes electronically to members within two weeks of meeting.
- Maintains current roster.
- Serves as custodian for all records and reports.
- Prepares annual budget and works with auditor for routine audits.
- Collects dues (if any) and maintains financial records.

### **Time Commitment:**

- Approximately 2-4 hours per month
- Attend quarterly coalition and steering committee meetings
- One year availability



## **Work Group Chair**

Responsible to coalition chair

### **Job Description:**

- Maintain/expand current membership with assistance from coalition coordinator.
- Serve as liaison for work group to steering committee and coalition.
- Develop work group agenda with staff assistance.
- Serve as moderator of work group meeting.
- Designate a recorder for each meeting of the work group.
- Contact and coordinate with members about work group responsibilities.
- Represent the coalition in the community (with staff assistance).
- Consult with coalition coordinator as needed.
- Deal with members and staff fairly, sensitively, and confidentially.
- Promote collaboration, conflict resolution and decision-making.
- Be open to diverse opinions and points of view.

### **Time Commitment:**

- Approximately 2 hours per month
- Attend work group, steering committee/coalition meetings and major events
- One-year availability

### **Qualifications:**

- Ascribe to coalition mission, goals and bylaws
- Possess strong leadership and organizational skills
- Be familiar with or willing to learn principles of parliamentary procedure





## **Work Group Vice-Chair**

Responsible to work group chair

### **Job Description:**

- Preside over work group meetings in absence of work group chair.
- Assume role of chair in event of chair's inability to complete a responsibility or term.
- Consult with work group chair as needed.
- Perform other duties as directed by the chair.

### **Time Commitment:**

- Approximately 1-2 hours per month.
- Attend work group, steering committee/coalition meetings and major events.
- One-year availability.

### **Qualifications:**

- Ascribe to coalition mission, goals, and bylaws.
- Possess strong leadership and organizational skills.
- Be familiar with or willing to learn principles of parliamentary procedure.



## **Coalition Work Group Members**

Responsible to work group chair and vice chairperson

### **Job Description:**

- Prepare for and attend work group and quarterly coalition meetings regularly.
- Gather and relay appropriate information to coalition as a basis for decision-making.
- Help conduct community needs and asset assessment.
- Assist in strategic planning and prioritize goals and objectives into an action plan.
- Share ideas/concerns and assure that others are invited to do the same.
- Make recommendations and help carry out work group initiatives.
- Serve as secretary; submit minutes to staff following work group meetings.
- Report coalition progress to the organization and share concerns and/or ideas with the coalition.
- Represent coalition at key meetings and events; promote its mission when possible.
- Recruit members and help develop resources to sustain coalition.

### **Time Commitment:**

- Approximately 1-2 hours per month.
- Attend work group/coalition meetings and major events
- One-year availability

### **Qualifications:**

- Ascribe to coalition's mission, goals, and bylaws