



Program Coordinator Drug Free Communities (DFC)

Knox Public Health is seeking a Program Coordinator for a health education position in the Public Health Education & Nursing (PHEN) division. This position will work closely with the Knox Substance Abuse Action Team (KSAAT), a drug-free coalition, to administer and coordinate the Coalition's planning, action plan, and strategies. This position requires engaging and working closely with the coalition's Executive Committee, KSAAT committee chairs, and a variety of community partners to develop, implement and evaluate the coalition's mission and goals. The Coordinator is the chief mobilizer for the Coalition, developing and supporting networks which include the private, public and corporate sectors to address the problems of youth substance use in the community.

Candidates should possess demonstrated ability to work collaboratively, build relationships, organize and manage multiple projects, manage a budget, and maintain a focus on end goals. Excellent verbal and written communication skills are essential.

Requirements are a bachelor's degree or higher in health education, education, sociology, community planning or a related field with two to four years' experience in project management and working with coalitions/collaborative is preferred. Community volunteer management experience, prevention education, demonstrated involvement in the local community, familiarity with substance abuse prevention, grant writing, and experience in evaluation are a plus.

This position is full-time (40 hours) with normal hours M-F 8:00 a.m. - 4:30 p.m. occasional evenings and weekends. Benefits include paid holidays, vacation, sick time, personal leave, and retirement; health, dental, and vision insurance available. Interested applicants should submit their resume and employee application form to resume@knoxhealth.com. Position open until filled.

The Knox County Health Department is an Equal Opportunity Employer Provider.

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