

**Job Description: Community Liaison - Southern Marin Community Substance Abuse Prevention Coalition (General) - Part-Time - 20 hours/week**

**About the Organization:**

Marin County Cooperation Team (MCCT) is a nonprofit focused in Marin City, providing free (1) comprehensive support services addressing both critical and long-term needs; and (2) transparent and robust civic and community engagement.

MCCT is the first Black-led and founded multi-service agency in Marin County, and the first multi-service agency in Marin City.

For more information, see: [Marin County Cooperation Team](#)

**Southern Marin Community Substance Abuse Prevention Coalition :**

As stated in the Request for Proposal for the coalition, the Southern Marin Community Substance Abuse Prevention Coalition is a three-year process.

**“Year 1 (October 2022 - June 30, 2023)**

Year 1 of the project will focus exclusively on completing the formation of the community coalition, participating in any training, and developing a scope of work/implementation plan for Years 2 and 3. If applicants already have a coalition in place and strategies identified that address the Strategic Plan goals, implementation can commence during Year 1.

Marin County BHRS will be contracting with a consultant to provide no-cost training and technical assistance to assist with capacity building for the Coalitions.

**Years 2 - 3 (July 1, 2023 – June 30, 2025)**

Years 2 – 3 of the projects will focus on implementing the strategies identified in the scope of work/implementation plan, which include:

- Develop and implement an action plan that includes at least one initiative annually to address underage marijuana use
- Develop and implement an action plan that includes at least one initiative annually to address underage alcohol use

Issues and strategies should be **culturally relevant and community specific**. Examples of initiatives will vary by community need and readiness and may include implementing new or updating or enforcing existing policies, such as Social Host Ordinances, school marijuana policies, responsible retailing policies, dispensary density, school alcohol policies, etc.”

**Job Description/Duties:**

MCCT is seeking a dynamic, professional, innovative, and solutions-oriented problem solver to serve as its Community Liaison. Under the direct supervision of the Executive Director, the

Community Liaison would be responsible for the day-to-day functions of the **Southern Marin Community Substance Abuse Prevention Coalition** Program, including:

- Strategizing with the Executive Director about recruitment of the approx. 20 Southern Marin Community Substance Abuse Prevention Coalition participants
- Conducting the recruitment and community outreach for those 20 participants, with an emphasis on relationship building
- Preparing decks and/or PowerPoint presentations for monthly community coalition meetings
- Running monthly community coalition meetings
- Leading all communications regarding the monthly community coalition meetings
- Preparing content for fliers, brochures, education and awareness materials, etc.
- Conducting affirmative fair marketing and community engagement necessary for all phases and Years 1-3 of the Marin Community Substance Abuse Prevention Coalition
- Leading the content development of the scope of work/implementation plan for all initiatives for Years 1-3 of the Marin Community Substance Abuse Prevention Coalition
- Promoting and representing the Southern Marin Community Substance Abuse Prevention Coalition to the community
- Assisting in maintaining and developing policy and procedures relating to the Southern Marin Community Substance Abuse Prevention Coalition, with an eye toward quality improvement
- Maintaining all records for the Southern Marin Community Substance Abuse Prevention Coalition in both hard copy and electronic format;
- Coordinating with MCCT's Director of Development on the compilation of reports as needed for grant requirements/deliverables
- Knowing and adhering to MCCT's purpose, vision, programs, code of conduct, and other provisions outlined in the employee handbook; and
- Attending weekly staff meetings and other in-office meetings as necessary.

**Qualifications:**

- High school diploma or GED equivalent, **required**
- 1 year experience leading meetings for alcoholics anonymous, narcotics anonymous, or other similar programming **preferred**
- Bachelor's degree, **preferred**
- Social work or case management experience, **preferred**
- 2 years of experience working with and/or conducting community outreach for vulnerable populations, including seniors, people with disabilities, communities of color, single mothers, multigenerational homes, etc., **preferred**
- Lived experience with substance abuse, **preferred**

- Familiarity and knowledge of computer skills and relevant software (Microsoft Office applications such as Outlook, Excel, Word, and PowerPoint; the suite of Google products, etc.) **preferred**
- Proficient typing skills
- Positive “Can Do” attitude
- Innovative problem-solving skills
- Strong interpersonal and communication skills
- Energetic self-starter
- Able to exercise discretion with confidential information
- Knowledge of community resources and requirements, or willingness to learn
- Strong organizational skills with ability to work independently
- Must have the ability to perform in a team environment
- Highly organized and attention to detail
- Strong follow-through on action items; and
- Current California drivers’ license, automobile insurance, and own reliable transportation

**Compensation/other benefits:**

- Part-time, non-exempt employee
- \$25/hr for 20 hours/week, flexible schedule (with potential opportunity for growth)
  - Position dependent on grant funding. Fully funded through June 30, 2025.
- Mileage reimbursement for travel during work hours
- Paid time off for sick days pursuant to California law

**Schedule:**

- 20 hours/week
- Office, remote, and/or field work; some flexibility including evenings & weekends are likely

**Application:**

- Resume
- 3 professional references
- Cover letter (no more than 1 page)
- Please submit all materials via email to: [miraguidi@marincountycooperationteam.org](mailto:miraguidi@marincountycooperationteam.org). Please indicate “Community Liaison – YOUR NAME” in the subject line of your email. No phone calls please. Open until filled.