

JOB ANNOUNCEMENT

The City of Norwich announces a closed promotional and an open examination to fill a vacancy and establish an eligibility list for the following classification:

53317 - DRUG FREE COMMUNITIES COORDINATOR

Human Services Department – Youth and Family Services Division

Open Until: May 13, 2022 at 04:30 PM EST

Rate of Pay: \$60,048.63 - \$65,270.25



General Description

The Program Coordinator will be responsible for the general day to day activities and organization of the coalition and its work on the Drug Free Communities (DFC) objectives. The coordinator will be responsible for assessment, capacity building, planning, implementing, and evaluating activities associated with the DFC priorities. The Coordinator will guide the coalition to develop and implement strategies that will lead to long-term involvement of community institutions, organizations, and individuals in reducing youth, young adults, and adult substance abuse in Norwich CT. The Program Coordinator will also be responsible for ensuring that the necessary state and federal reporting requirements, including interim reports and a final report are completed and submitted.

Qualifications

Masters' degree and relevant experience in public health or health education, administration, policy/planning, or in community/organizational psychology; or a bachelor's degree and three years of recent appropriate experience in managing or coordinating a community based public health or health-related agency could be substituted for advanced degree. At least two years of experience with health education programs in community setting. Good standing as a Certified Prevention Specialist or commitment and action plan to secure CPS within 12 months of employment. Recent is defined as being within the last five years.

Important Information

In order to be considered, applicants must demonstrate on their application they meet the minimum qualifications as stated in the job announcement.

You must reside within the State of Connecticut, 60 miles from Norwich within one year of appointment.

The complete job description is available online.

Examination will consist of 100% written OR 100% oral OR 100% experience and training.

To apply visit our website at www.norwichct.org/hr.
For questions or additional information, call (860) 823-3836.
AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

4/22/2022

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