

Looking for a Director

Job Title

Director of Coalition and Community Building

Job Description

Under the direction of the CEO, NyE Communities Coalition is seeking an experienced, enthusiastic person who is committed to creating community change. The Director will provide oversight and ensure delivery of the projects under the coalition and community building division of NyECC.

We are looking for an individual who has previous experience and training with grant / project management, process development, effective supervision, and group management. This person must have a bachelor's degree in social service, business, or associated degree. Being a part of NyE Communities Coalition requires following the mission: "To grow healthy organizations, people and environments" and representing that mission to the community.

Key Skills

- Provide project management and oversight, including writing reports, summaries, and documents.
- Serve as the conduit of information between and among local, statewide, and national partners.
- Coordinate and facilitate regularly occurring local and regional teams and committees.
- Create and compile needs assessment, environmental scans, and gaps analysis.
- Provide supervision of staff and contractors; along with support for volunteers.
- Provide data and information to evaluators, state, federal government and local core team; utilizing lessons learned to ensure ongoing quality improvement and to implement evidence based programs.
- Examine, develop and implement plan for sustaining projects, including grant writing and reporting.
- Nevada Driver's License and the ability to travel locally, regionally, and occasionally within the US.
- Pass a background check and drug screening

Hours Per Week

Salaried 40 hour work week and occasional weekend and evening responsibilities.

Pay Range

Salary Exempt: \$35,000-\$50,000

QUALIFICATIONS:

- High level of knowledge in health, wellness, community organizing along with a general understanding of substance abuse, tobacco prevention, and grant/project management.
- Aptitude to supervise others and coordinate collaboration among staff and partners.
- Proficiency with modern office methods, practices, procedures, computer equipment and common software.
- Ability to comprehend at a high level, and communicate clearly and concisely, both orally and in writing.

EDUCATION AND EXPERIENCE:

Must have Bachelor's Degree, preferably in social service / nutrition / community health field. Master's Degree preferred but will consider experience. Experience coordinating projects. Experience supervising others and creating collaborations.

How to Apply

Apply in the Resource Room @NyECC.

NyE Communities Coalition

1020 E. Wilson Rd. Pahrump NV 89048

Call 775-727-9970 for more information.