

Nevada Job Order Bulletin Board Print Document

Job Order: **517040**

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Job Title: **Director of Coalition and Community Building (Pahrump, NV)**

Type of Job:

Job Time Type: **Full Time (30 Hours or More)**

Job Description:

Under the direction of the CEO, organization 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 the organization.

We are looking for an individual who has previous experience and training with grant/project management, process development, effective supervision, and group management.

Being a part of the organization requires following the mission: " To grow healthy organizations, people and environments " and representing that mission to the community.

JOB DUTIES:

- **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.**

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.**
- **Nevada Driver's license and the ability to travel locally, regionally, and occasionally within the US.**
- **Pass a background check and drug screening.**
- **Ability to work occasional weekends and evenings.**

EDUCATION AND EXPERIENCE:

- **Experience coordinating projects.**
- **Experience supervising others and creating collaborations.**

Minimum Age: **18**

Hiring Requirements: **Drug Testing/Screening, Background Checks**

Education Level: **No Minimum Education Requirement**

Requires a Drivers License: **Yes, Operator License**

Pay Comments: **DOE (Depends on Experience)**

Benefits: **Medical, Dental, Vision, Vacation, Holidays, Sick Leave, 401K**

Job Application Methods Accepted: **At the Nearest One-Stop**

Employer requests only Veterans apply: **None Selected**

Application Comments: **Apply in person at the NyE Communities Coalition and Career Connections at 1020 E Wilson Street, Pahrump, NV. 89048 by calling 775-727-9970 OPT. 1 for an appointment.**

NyECC is adapting to current conditions to ensure the safety of everyone. Please plan to practice safe social distancing and wear a mask when you are on our campus.

Employer Information:

Confidential Information