POSITION ANNOUNCEMENT

TITLE: COORDINATOR NMT ASAP       DEPT: NMT ASAP

REG ☑ TEMP ☐ FULL TIME ☑ PART TIME ☐

STARTING RATE or SALARY RANGE $34,000-$37,000

Employees being promoted to a higher classified position receive the minimum for the position or a pay rate adjustment of 8% whichever is greater.

All regular positions also entitle the employee to several benefits including health, dental, vision, life insurance, and retirement which is largely paid by New Mexico Tech for the employee and dependents.

INTERNAL POSTING THROUGH: June 5, 2020* CONSIDERATION WILL BE GIVEN FIRST TO TEMPORARY AND REGULAR TECH EMPLOYEES WHO APPLY WITHIN THE 7 DAY INTERNAL POSTING. APPLICATIONS RECEIVED AFTER THE 7 DAY POSTING MARGIN WILL BE CONSIDERED WITH OTHER OUTSIDE APPLICANTS.

JOB DUTIES:
The Coordinator, working with the PFS15 Primary Investigator, will coordinate, plan, implement, monitor, evaluate and oversee all PFS15 grant program efforts; monitor all grant activities; attend all Office of Substance Abuse Prevention (OSAP) Strategic Prevention Framework trainings, technical assistance site visits, phone calls, and webinars; monitor evaluation of the project progress and impact; and will accept direction from the New Mexico Office for Substance Abuse Prevention (OSAP), and New Mexico Tech administration. The Coordinator with assistance from the grant's Primary Investigator and local evaluator, will complete all deliverables for the scope of work on or before deadline for PFS15 federal reporting, OSAP and STAR budget reporting. Work with community coalitions to promote substance abuse prevention efforts- Collaboration and capacity building. Work with community/county wide substance abuse coalitions to develop and maintain strategic plans and coordinate and carry out strategies/activities related to the strategic plan for NMT Alcohol Safety Awareness Program (ASAP). Implement environmental strategies in the community targeted to reduce substance abuse. Disseminate a variety of substance abuse prevention information- thru social media marketing, public speaking engagements, data presentations, tabling events, etc. Prepare and implement evaluation surveys, perform associated data collection and reporting requirements. Prepare quarterly, mid-year, annual and other periodic progress and evaluation reports. Attend community and state meetings where prevention is a common goal to share information and experiences; participates in various Alcohol, Tobacco, and other Drug Abuse prevention training, as well as general prevention training as required/requested. Work with diverse populations across the state including New Mexico Tech administration, faculty, staff and students, Socorro City administration and community members and Socorro County administration, and other Higher Education Institutions. Able to hire, supervise and organize student workers. Organize and create events across campus and Socorro County. Completion of the Certified Prevention Certification within two years of hire. Must maintain certification by completion of requirements from the New Mexico Credentialing Board for Behavioral Health Professionals. Other duties as deemed necessary.

REQUIRED QUALIFICATIONS:
Bachelor’s degree required with experience in a related field or training and experience. Must be a self-starter, working with little supervision. Ability to communicate effectively, strong observation skills and concise, accurate documentation ability is required. Ability to recruit volunteers and coalition members, create media campaigns via print, social media platforms- Facebook, Instagram, Twitter, willing to learn new platforms, such as Toonly and Canva and other media platforms such as video, audio and public speaking engagements. Computer skills required in Word, Excel and Publisher, PowerPoint and Access a plus. Must be able to write clear, concise reports, evaluate data, facilitate presentations, and create workshops and seminars. Must be able to complete all scope of work deliverables within time constraints set by the program. Must have personal transportation and a current New Mexico driver’s license.

Apply to: nmtjobapps@npe.nmt.edu OR NMT/ HR 801 Leroy Place, Socorro, NM 87801