**Position Summary:**

Organize a regional network with the goal of engaging community partners, coalitions, county health district and other partners in collaborating to reduce cannabis and commercial tobacco use among youth (ages 12-20) with a special focus on reaching youth who are at increased risk due to race, ethnicity, gender, sexuality, geographic region and/or socioeconomic background. Regional networks will focus on creating policy, systems and environmental changes that are driven by community needs. Network coordinators will work with their network to plan, develop, implement, and evaluate network activities. Network coordinators will represent their network in state level work by sharing priorities, needs and concerns of their regional network. Network coordinator will share statewide resources back with their network for use in local communities.

**Duties:**

* Organize a regional network made up of a minimum of \_ sectors represented – (list sectors) and ensure all sectors are engaged appropriately
* Work with regional network to identify policy, system and environmental changes focused on supporting the highest needs in the region and create resources for replication
* Facilitate regional network meetings for partners and sectors to collaborate and share resources
* Conduct participant surveys to evaluate specific community needs, contract compliance and strategy effectiveness
* Organize annual needs assessment with network and engage network in writing annual workplan driven by network priorities
* Responsible for monitoring subcontractors and ensuring compliance
* Prepare annual reports to share with network and decision makers
* Participates in monthly program manager check-in, YCCTPP Practice collaborative meetings and other meetings required by DOH
* Completes monthly reporting, program assessments and program evaluations as required by DOH

**Working Conditions:**

Work is primarily performed in an office environment. Travel within region to meet with network members and to attend relevant meetings, trainings, and events. Statewide travel is occasionally required. Attendance at meetings or events may require working irregular hours. Access to reliable transportation is required. May be required to lift up to 50lbs.

**Experience, Qualifications, Knowledge and Skills:**

* Knowledge and experience of region served
* Demonstrated ability with community organizing, and working collaboratively with a variety of individuals, age groups, agencies, public groups, and contract personnel
* Understanding of the principles of cultural competence, consequences of health disparities and importance of inclusivity in outreach
* Ability to facilitate meetings that encourage active participation with agenda driven by input of network members
* Ability to create a diverse network where perspectives based on roles and lived experiences are respected
* Demonstrated leadership skills and understanding of leadership principles
* Understanding of youth cannabis and commercial tobacco prevention systems and programs on a local, state and national level, knowledge of basic principles of substance abuse prevention and treatment
* Excellent writing and communication skills demonstrated in reporting and communication with stakeholders and network
* Ability to work independently and to prioritize multiple ongoing assignments that meet contractual requirements and deadlines
* Ability to work a flexible schedule and to accommodate required statewide travel

***Desired Qualification, Knowledge and Skills:***

* Experience with community organizing, program planning, and experience with public health principles and social marketing are preferred.

**Additional Requirements:**

Ability to pass Washington State Patrol background check and to meet other background requirements

Possession of a valid driver’s license

**Education & Experience**

***Required:***

A bachelor’s degree in human services, public health, behavioral sciences or closely related field, or the equivalent combination of relevant education training and experience.

***Preferred:***

Bachelor’s degree in relevant field and two years of relevant experience that illustrate necessary skills, knowledge, and abilities to meet position requirements. Familiarity with Washington state substance abuse prevention programs and prevention frameworks preferred.