



**JOB ANNOUNCEMENT**  
**Center for Human Development**  
**Friday Night Live Program**  
**Community Coordinator for East County Alcohol Policy (ECAP) Coalition**  
**Position is 20 hours a week (50% FTE)**

**Background:**

The Center for Human Development is a community-based organization that offers a spectrum of services for at-risk youth, individuals, families, and communities in the Bay Area. Since 1972 we have provided wellness programs and support aimed at empowering people and promoting positive growth. Our dedicated staff and several hundred volunteers create and deliver programs and services addressing wellness and prevention, youth leadership, conflict resolution, parenting skills, and other challenges facing the community. Our volunteers work side-by-side with our staff to deliver quality programs in schools and community sites throughout Contra Costa as well as nearby counties. We are known for our innovative programs and are committed to improving the quality of life in our communities. CHD offers a strong team environment and benefit package for employees.

The Friday Night Live (FNL) program builds partnerships for positive and healthy youth development, which engages youth as active leaders and resources in their communities. Our staff and volunteers utilize strategies that seek to affect the prevalence, accessibility, and use of alcohol and other drugs. Prevention efforts focusing on the environment offer the opportunity to produce longer-lasting reductions in use and abuse.

The East County Alcohol Policy (ECAP) Coalition works with concerned citizens in the Bay Point, Pittsburg, and Antioch communities regarding underage drinking, youth access to alcohol and local alcohol policy. ECAP will also work with local merchants and provide alcohol vendors an opportunity to meet and discuss their concerns with local community groups, law enforcement, and Alcoholic Beverage Control agents.

**Job Description:**

The ECAP Community Coordinator will conduct outreach to community youth and adult groups and individuals, maintain communication with current and potential coalition members, create relationships with local merchants and work closely with the ECAP Policy Coordinator to coordinate the monthly meetings and activities of this recently formed East County coalition.

**Principal Duties:**

- Conduct one-on-one interviews with community members, as needed for community assessment and coalition building;
- Recruit coalition members for the East County Alcohol Policy (ECAP) Coalition;
- Maintain regular communication with current and potential coalition members;
- Assist with planning and facilitation of monthly coalition meetings, take meeting minutes, and distribute minutes to coalition members;
- Build relationships with local merchants for recruitment, education, and monitoring purposes;
- Produce and distribute a monthly newsletter documenting ECAP accomplishments and issues of interest to community members and merchants;
- Conduct community presentations;
- Maintain documentation binder;
- Attend staff meetings and trainings as required;
- Other duties as assigned.

**Requirements:**

A qualified candidate will demonstrate the following characteristics for successful performance in this position:

- Associate degree in community organizing, health, human services, or related field. Bachelor's degree preferred. Work or volunteer experience will be considered in lieu of degree. Excellent position for an individual pursuing a degree in community organizing, communications, health education, public health, or other related fields.
- Experience in organizing community groups for social change;
- Demonstrated skills in coordinating and facilitating groups of adults and/or youth;
- Ability to recruit and motivate adults and youth;
- Knowledge of alcohol and other drug prevention principles and practices;
- Strong written and verbal communication skills;
- Ability to work independently and as part of a team;
- Ability to organize and set priorities;
- Experience working with diverse communities, with knowledge of East Contra Costa a plus;
- Ability to adjust time to allow for some evening or weekend meetings;
- Computer literate;
- Valid California Driver's License and reliable transportation and evidence of insurance coverage.

**Reports to:**

Director of Youth Development and Training

**Salary:**

\$14.10 per hour. Benefits include medical, dental, 19 days of vacation, 8 holidays, and a retirement plan which are all pro-rated based on FTE. This is a non-exempt position, 20 hours per week beginning September 13, 2010.

**Application Process:**

Please submit a resume and cover letter that speak to why you are both interested and qualified for the job by Monday, August 23, 2010. If submitting via e-mail, please put *ECAP Community Coordinator* in the subject line and submit all documents as attachments. Do not embed resume or cover letter in the email.

ECAP  
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**People of Color and Spanish Bilingual Applicants Strongly Encouraged to Apply**

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