

The Jackson County Prevention Coalition is seeking a responsible individual to serve as our DFC Grant Coordinator. This position is responsible for managing and implementing the Drug-Free Communities Support Program grant. This role supports the Jackson County Prevention Coalition's mission to prevent youth substance use by coordinating activities, ensuring compliance with federal requirements, and strengthening community partnerships.

Key Responsibilities

- Coordinate all DFC grant activities in alignment with the coalition's action plan
- Maintain compliance with ONDCP/SAMHSA grant requirements
- Prepare and submit federal progress reports and documentation
- Facilitate coalition meetings and support sector engagement
- Collect, track, and report data for evaluation
- Manage timelines, budgets, and grant-related communication
- Build relationships with schools, youth groups, law enforcement, healthcare, and other community sectors
- Support youth engagement initiatives

Required Qualifications

- Strong organizational and communication skills
- Ability to manage multiple deadlines
- Comfort working with diverse community partners
- Proficiency with data collection and reporting

Preferred Qualifications

- Experience with federal grants or program coordination
- Experience in substance misuse prevention or coalition work
- Knowledge of DFC program expectations
- Background in public health, social services, education, or related field
- Experience facilitating groups or community meetings

Compensation

This position is funded through the Drug-Free Communities (DFC) Support Program. Salary and benefits are set according to the approved federal grant budget allocated for this role.

How to Apply

Submit the following to: Karen Wells at kwells@jacksoncounty.iowa.gov

- Resume
- Cover letter
- Three professional references

This position is funded through the Drug-Free Communities (DFC) Support Program grant, which provides continued support for coalition-driven substance misuse prevention efforts. Funding is currently secured through the grant period, with continuation dependent upon ongoing grant funding and program performance.

Applications will be reviewed on a rolling basis until the position is filled.