

**BRISTOL BAY NATIVE ASSOCIATION  
POSITION DESCRIPTION**

**POSITION TITLE: Opioid Prevention Project Coordinator**

**OBJECTIVE:** Work closely with Family Services Department staff to coordinate activities which promote the development and implementation of the Bristol Bay Opioid Prevention Project, including a wide variety of logistics related to putting on prevention and educational events, outreach/quick response team formation meetings, specialized training events, and data sharing for development of evidence-based or evidence-informed programs.

**QUALIFICATIONS:** Candidates must demonstrate their ability to accomplish the Essential Job Results. **Job knowledge / documentation required:** Two years' post-secondary education or two years' work experience in social and human services, behavioral health, mental health - addiction and peer support, or related fields may substitute for education requirements. Must be self-motivated, detail oriented and willing to learn. Ability to independently track multiple tasks and provide follow-through to meet timelines and funding requirements. Job requires enjoyment working with a wide range of people and backgrounds, and ability to demonstrate outstanding written and verbal communication skills. Computer skills should include Windows, MS Office, Excel, and email/internet. Familiarity with Bristol Bay area, people, cultures, and economy. Must be willing/able to travel in & out of region. Complete achievement of certain of the above specifications may not be required if, in the opinion of BBNA a particular candidate possesses significant offsetting characteristics, such as accomplishments, experience, education, or estimate of future potential.

**ESSENTIAL JOB RESULTS**

**Coordinate**

*by*

- Under the direction of the (Family Services Department) Director, developing an understanding of the project and implementing it.
- Working closely with the Director to provide assistance and empowering partners to successfully carryout tasks.
- Working with Director on planning and preparing print media such as press releases, conference flyers, posters, signs, teaching materials, and distributing.
- Working within timelines for task completion leading up to events and post event activities.
- Reserving accommodations in advance to ensure accommodations are adequate during the events.
- Working with BBNA's Travel Manager to make travel arrangements for travel provided by BBNA, including Travel Authorizations, airline reservations, per diem, lodging arrangements and other arrangements as needed. Confirming attendance and travel plans, and providing travelers with copies of agenda, travel and lodging arrangements, and other information necessary for them to prepare for their trips.
- Arranging for meeting space, including tables, chairs, easels and markers, and

equipment such as sound, translating equipment, PowerPoint, as needed.

- Arranging for photograph and video coverage of the events.
- Monitoring spending within budget guidelines.
- Collecting, tallying and analyzing data and preparing reports
- Soliciting and arranging for door prizes and preparing any awards, certificates, or recognitions to be presented.
- Planning and preparing a registration process, and any meals and refreshments.
- Preparing event evaluation form, distributing to participants and collecting completed forms.
- Ordering supplies and maintaining inventory

### **Keep Management Informed**

*by*

- Preparing a comprehensive monthly narrative and statistical reports to the Department Director.
- Developing and maintaining a system for retrieving data and files.
- Facilitating Project planning meetings
- Working with supervisor and project partners to keeping everyone informed of any needs and issues.

### **Monitor and improve program and service quality**

*by*

- Monitoring the project and looking for areas for improvement.
- Participating and collaborating with planning teams and similar groups to improve overall effectiveness of the project.

### **Travel in and out of region**

*by*

- Scheduling well-planned trips to provide services; participate in training, conferences and workshops; and communicate and exchange current information significant to achieving the goals of the project.

### **Protect program integrity and client privacy**

*by*

- Abiding by BBNA's policies in regards to confidential information and keeping any confidential information gained through employment at BBNA absolutely confidential during and after this employment.

### **Contribute to the overall team effort**

*by*

- Welcoming new and different work requirements; exploring new opportunities to add value to the organization; and helping others accomplish related job results as and where needed.

**WAGE:**        \$21.88 to \$30.08 per hour    \$42,656 to \$58,653 annually DOE

**REPORTS TO:** Family Services Department Director

**DUTY STATION:** Dillingham

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Employee acknowledgment Date

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Supervisor Date

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Human Resources Director Date

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President & Chief Executive Officer Date