

# **REGION 9 ECONOMIC DEVELOPMENT DISTRICT OF SOUTHWEST COLORADO, INC.**

## **POSITION DESCRIPTION**

**Job Title:** SWORD Project Coordinator

**Reports To:** Economic Development Project Manager

**FLSA Classification:** Contractor

## **JOB SUMMARY:**

This part-time contract position will support the implementation of regional opioid abatement strategies that guide the distribution of funds to address opioid and other substance misuse gaps and seek viable, sustainable, substance treatment solutions to fill existing gaps in our communities. The position works closely with Region 9 and will perform professional work coordinating and implementing the priorities of the SWORD Governance Council based on their two-year plan. The two-year plan adheres to the approved uses for opioid settlement funds including but not limited to:

- Treatment of opioid use and broader substance disorder and its effects,
- Intervention and medically assisted treatment programming
- People in treatment and recovery,
- Implementation of sober living or transitional housing
- SWORD administrative costs for any of the approved purposes on this list.

This position includes planning and implementation, partnership development, and resource mobilization. The position requires excellent communication skills as the successful candidate will be responsible for community outreach, organizing, and group facilitation. This position requires the ability to gather data, present data to committees to assist with project evaluation, and assist with budget analysis.

This position is up to 25 hours a week at \$29 per hour. There are no benefits.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Coordinate and manage activities for SWORD per the bylaws, Colorado Opioid MOU, and subcommittee goals.
2. Plan and facilitate virtual and/or in-person meetings for SWORD subcommittees including agendas, proper notice, audio/video meeting technology, and recording of minutes.
3. Serve as back-up to Region 9 staff to facilitate SWORD meetings.
4. Assure the projects are performing within budget and monitor expenditures to assure sound fiscal control.
5. Work with SWORD fiscal agent tracking SWORD's opioid settlement funds to ensure accurate distributions to projects per SWORD direction. Track project budgets as necessary and allocation of opioid response grants and contracts throughout the full grant life cycles.
6. Keep records and prepare required reports.

7. Assist with updates to the SWORD webpage.
8. Monitor project progress to meet the time frame.
9. Prepare correspondence for SWORD and subcommittees.
10. Assist in the preparation of grant proposals and grant budget development reports, concept papers, and other materials needed to obtain funding.
11. Recommend modifications to policies and procedures as needed.
12. Create, convene, support, and evaluate strategic partnerships.
13. Work with partners to identify community assets.
14. Facilitate strategic planning and implementation process
15. Advise SWORD and Region 9 of potential problems or concerns.

### **SKILLS/KNOWLEDGE REQUIREMENTS:**

- Demonstrated ability to speak effectively and professionally in public to a variety of audiences.
- Must be able to write clear, concise, and grammatically correct letters, reports, and other forms of communication.
- Must possess strong group facilitation skills and experience.
- Must be able to work independently as well as in a team.
- Must have excellent organizational skills.
- Regional, and occasional state travel as required.
- Working knowledge of Microsoft and Google platforms for document handling, word processing and spreadsheets. Strong ability to utilize information technology, including internet usage, email, video conferencing software(s), data entry, and social media tools.

### **EDUCATION and/or EXPERIENCE:**

Bachelor's Degree preferred (professional experience may be substituted for the degree requirement) 1-2 years of experience with oversight of projects and group facilitation preferred. Experience related to substance use disorders and treatment modalities is ideal.

### **REPORTS TO / SUPERVISORY RESPONSIBILITY**

This position is a joint appointment between Region 9 Economic Development District and the SWORD Governance Council. The position will report to Region 9 EDD' Economic Development Project Manager and be responsible for maintaining accountability to both organizations.

### **GENERAL PERFORMANCE STANDARDS**

1. Dependability - Can be relied on to carry out work assignments.
2. Cooperation - Willingness and ability to work with others.
3. Organization - Ability to manage time and arrange work environment for most effective outcomes.
4. Flexibility - Ability to meet changing situations and able to adapt to new job assignments.
5. Adherence to policies - Follows organization policies and procedures.
7. Appearance - Maintains appearance and personal hygiene appropriate for the job.
8. Loyalty - Maintains allegiance to the work group, and represents employer in a positive,

constructive manner.

**PHYSICAL DEMANDS:** While performing the duties of this job, the employee is regularly required to sit, talk and hear. The employee is frequently required to stand, walk, and use hands to finger, handle, or feel. The employee is occasionally required to reach with hands and arms; stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT/TRAVEL REQUIREMENTS:** This is a remote role. This position will require some travel (10%). Regional travel will include but is not limited to: Durango, Pagosa Springs, Cortez, Silverton, and Dove Creek. While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate. The employee may work in a standard office environment where there is the freedom to sit, stand, or walk at will. In some instances, the employee may work remotely. The employee may be required to work outside the office at community buildings, work sites, and other settings.

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform the above requirements satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Please submit, a cover letter and resume that address the requirements above to Laura Lewis Marchino, Executive Director Region 9 Economic Development District, email at: [laura@region9edd.org](mailto:laura@region9edd.org) by September 25, 2023.**