

# Drug Free Community Coordinator

## Job description

**This position is grant funded and will end when the grant expires unless refunded.** The DFC Project Coordinator will plan, organize, and coordinate substance abuse prevention activities and programs with groups and other agencies by performing the duties listed below. This position requires strong interpersonal, written and oral communication.

Applicant must have a Master's degree in human service field; or bachelor's degree and 5 years related experience. Previous experience working with coalitions or community mobilization efforts preferred.

Certified prevention professional preferred; or applicant must be able to complete the certification process within 36 months of becoming in process for prevention certification.

Job Type: Full-time

Salary: \$45,000.00 - \$55,000.00 per year

Benefits:

- 401(k)
- Dental insurance
- Employee assistance program
- Flexible spending account
- Health insurance
- Life insurance
- Paid time off
- Retirement plan
- Vision insurance

Schedule:

- 8 hour shift
- Monday to Friday

COVID-19 considerations:

Masks are required in the building; hand sanitizing stations available; building sanitized regularly

Ability to commute/relocate:

- Goose Creek, SC 29445: Reliably commute or planning to relocate before starting work (Required)

License/Certification:

- Driver's License (Required)

Work Location: In person

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