

TYSA Coalition Manager

Position Description

Report To: Chief Program, Strategy, & Impact Officer

Job Type: Full-time (40hrs a week)

Compensation: \$70,000 - \$75,000
SI)

Location: Hybrid (remote & onsite in

Job Classification: Non-exempt

ORGANIZATIONAL OVERVIEW

Partnerships for Community Wellness (Partnerships) seeks to create a healthier Staten Island by bringing together partners, stakeholders, and community members to address emerging health needs. Partnerships focuses on Staten Islanders in need, especially those facing health burdens or inequities, to give all community members a chance to thrive. Partnerships has addressed behavioral health issues, chronic disease prevention, and maternal and child wellness for more than two decades. Through its ability to bring diverse partners to the table, Partnerships has enabled data-driven decisions and identified evidence-based strategies to approach complex health issues on Staten Island collectively. Instead of working alone to address complex health issues, Partnerships builds the capacity of organizations and individuals to use their resources together to fill serious gaps in service and treatment. Partnerships provides backbone support to several public health initiatives focusing on the integration of behavioral and physical health across systems.

ABOUT TYSA

Established in 2011 as Partnerships' cornerstone project, TYSA is a cross-sector behavioral health coalition of over 50 different partners from across the continuum of substance use and mental health. TYSA seeks to reduce youth and young adult substance use and improve mental health outcomes, using a population-level approach by identifying gaps, aligning resources, facilitating collaboration among stakeholders, developing & implementing strategies, changing norms, and strengthening community assets. TYSA has a proven track record in following the evidence to improve health outcomes for young people.

General Summary

The Coalition Manager manages the infrastructure of the TYSA coalition, including overall project management of a diverse, interdisciplinary set of strategies and organizations, grants management, the implementation and course correction of a strategic workplan, staff supervision, meeting facilitation, and partner management/engagement. This position will report directly to the Chief Program, Impact & Strategy Officer.

Job Responsibilities:

Project Management

- Work with the Chief of Programs and relevant program staff to develop and monitor master workplans
- Monitor implementation of existing work plans and strategies in accordance with grant and coalition requirements
- Identify and forecast gaps and challenges in implementation to course correct where necessary

Grants Management

- Develop and maintain a high-level overview of all grant deliverables and vouchering schedules

- Work with program and evaluation staff to ensure all grant activities are adequately monitored, evaluated, and documented
- Track and monitor required deliverables
- Prepare and submit grant reports to funders

Staff Supervision

- Hold regular supervision for TYSA coalition staff members
- Provide individual and group-level coaching around key skills for coalition success

Coalition Management

- Use results-based facilitation and other best practices to structure and implement high-impact coalition meetings (workgroups, steering committee, ad hoc, etc.)
- Support coordinators and other relevant staff in prioritizing internal and external follow-up strategies/activities to move the coalition forward in implementation
- Work with the Evaluation Team and Chief of Programs to maintain the coalition theory of change/logic model
- Work with the Evaluation Team and Chief of Programs to track and monitor key coalition indicators and outcomes

Partner Management

- Cultivate new and existing relationships with prospective coalition members to ensure the coalition is inclusive all all necessary sectors
- Regularly communicate with coalition partners regarding progress and coalition updates
- Monitor coalition engagement to measure coalition health
- Re-engage coalition members as needed

QUALIFICATIONS

- Master's Degree required with a minimum of 3 years post-masters' experience in the public health or macro social work field.
- At least 2 years of experience with project management within a non-profit setting
- At least 2 years of experience with grant management in a non-profit setting
- At least 2 years of experience supervising employees or interns
- At least 2 years of experience facilitating groups and/or meetings
- Expertise in community organizing and social determinants of health
- Evaluation experience and comfort level collecting and analyzing data
- Ability to work independently
- Proficient in Google Suite and in full MS Office package – Word, Excel, PowerPoint, and Publisher
- Detail oriented
- Excellent verbal and written communication skills
- Familiarity with the Staten Island Community
- Basic familiarity with budget management in non-profit organizations
- Expertise in substance use and mental health
- Understanding of collective impact and coalition work

Compensation is commensurate with experience. Partnerships offers a competitive benefits package with annual leave, health/dental/vision insurance, and a retirement plan (403B). **Please note that we will not offer or negotiate an initial salary above the range listed for this position. In the interest of time, we ask that all candidates consider this carefully before applying.**

Please note that this role may require some evening and weekend work (in addition to your 40 hours) and travel to community events and conferences.

Partnerships for Community Wellness is an Equal Opportunity Employer (EOE). Qualified applicants are considered for employment without regard to age, race, color, religion, sex, national origin, sexual orientation, disability, or veteran status.

Partnerships for Community Wellness has attempted to accurately describe this position but reserves the right to change, add, or delete tasks/duties outlined in this job description. Any changes will be at the sole discretion of Partnerships at any time. This job description in no way implies that these are the only duties to be performed by the employee occupying this position.

Employee Name: _____

Employee Signature: _____

Date: _____