



## Town of Norwood EMPLOYMENT OPPORTUNITY

**Title:** Impact Norwood Program Director – *Requisition #2022-042*  
**Department:** Board of Health  
**Hours:** FLSA Non-Exempt, 40 hrs/wk, nights and weekends may occasionally be required  
**Salary:** FY23 Grade N11, \$1,412.72 - \$1,498.27 weekly, full salary range is higher than hiring range, plus excellent benefits *(additional 5% for candidates with master's degree)*

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**General Summary:**\* The purpose of this position is to provide professional, administrative and technical duties for the Town of Norwood's community coalition to prevent youth substance use, Impact Norwood; and all other related work as required. *This is a grant funded position which may be renewed annually through FY27*

**Essential Job Functions:**

- Works under the general direction of the Health Department Director coordinating the daily operation of the Drug Free Communities grant.
- The Program Director will facilitate coalition communication, data collection, research, and the distribution of materials to the community via media outlets and other engagement opportunities.
- Coordinate assessment and evaluation activities including surveying, focus groups and key informants interviews.
- Coordinates daily grant compliance activities, reporting programmatic and financial requirements. Writes and submit annual Continuation grants
- Oversees day to day operations of the coalition involving all activities, meetings, trainings, presentations, youth and parent surveys and evaluation assessments
- Serves as lead in identifying and evaluate existing policies within the community that address youth access to alcohol, tobacco and other drugs (ATOD)
- Collaborates with coalition members and related agencies for ongoing assessment and evaluation of processes and initiatives.
- Provides prevention strategies that are inclusive and culturally relevant for the needs of the community
- Coordinates trainings, events and provides support to coalition infrastructure
- Attends trainings to keep abreast of local and national trends surrounding substance abuse prevention and Public Health policies
- May have direct supervisory responsibility for one part-time employee.
- Performs similar or related work as required.

**Minimum Entrance Requirements:**

- Bachelor's degree in related field; and, Master's degree in Social Work, Public Health or equivalent preferred; and, Three to five years' experience working in the human service or public health field; or, Any equivalent combination of education and experience.
- Knowledge of evidence-based substance abuse prevention strategies.
- Working knowledge of grant writing, budget preparation and grant management and reporting.
- Experience in examining and applying research and science including knowledge of surveys and data collection
- Ability to deal tactfully and appropriately with the general public and town departments in an effective manner.
- Proficiency in Microsoft Office Suite Programs: Word, Excel and Power Point. & familiarity with statistical software.
- Flexibility in scheduling is required in order to meet the needs of the Department and program.

*\*This posting is not meant to be exhaustive of all duties and requirements. Complete job description is available online. Town of Norwood Employment Application is also available online at [www.norwoodma.gov](http://www.norwoodma.gov) under the link for Employment Opportunities.*

Interested candidates should submit a Town of Norwood Employment Application, resume and cover letter **by 4:00 p.m. on Friday, September 9, 2022** to the email below. Please reference Req. #2022-042 on all materials:

[jobs@norwoodma.gov](mailto:jobs@norwoodma.gov)