This position is responsible for working towards achieving long-lasting, meaningful community change and community impact in the Mat-Su Borough. This position will focus on community impact areas and initiatives set forth by the Board of Directors and community need. Responsible for the process of fund investment, contract oversight, funded agency support, community research and grassroots community collaboration development. Provides support for policy development, media and marketing, community relations, grant development, information requests, etc., as assigned.

Community Impact Areas and Initiatives include but are not limited to:

- **Education** (School Readiness, Academic Completion, Career and Life Skills Preparedness)
- **Income** (Basic Needs, Housing, Financial Stability, Building and Retaining Assets)
- **Health** (Mat-Su Substance Abuse Prevention Coalition, Access to Health Care, Chronic Disease Prevention, Violence Prevention)

Position requires strong verbal, written and oral communication skills. Ability to recruit and manage volunteers and work with diverse sectors of the community. Requires skill in multi-tasking, meeting deadlines and performing under pressure. Ability to work both independently and in a team environment. Will be required to develop a working knowledge of all current health services and social services, gaps in service and barriers for the Mat-Su community and assist with the implementation of an integrated system to meet the needs of various community initiatives. Manage relationships with community partners, community investors and community programs and serves as liaison between them and committees. Must be proficient with Windows and Microsoft Office Suite. Prior United Way experience desirable. Prior experience with substance abuse prevention and the strategic prevention framework desirable. This position will serve as staff for the Mat-Su Substance Abuse Prevention Coalition. This position reports to the Executive Director. This is a full-time position with benefits including paid holidays and health insurance.

**Salary:** $45,000 to $55,000 DOE  
**Classification:** F/T Exempt  
**Education:** College degree

**Experience Required:**

1. Minimum of 3 years experience in the health and social service field that includes 2 years experience in program management.
2. Proficiency with MS Office products.
3. Demonstrated expertise in program evaluation, outcomes, and measurement systems.
4. Demonstrated capability to take a leadership role with non-profit agencies, volunteers, and staff while working with the diverse segments of our community.
5. Demonstrated capacity for creative planning and implementation.
6. Demonstrated ability to participate in collaborative activities.
7. Demonstrated enthusiasm and commitment to community impact work.
8. Demonstrated experience with group presentations and providing training and technical assistance.
9. Demonstrated high level of self-direction and an orientation to achieve results.