



## JOB DESCRIPTION

### PART-TIME COALITION COORDINATOR FOR THE NORWALK PARTNERSHIP (TNP) 6/24/26

Position Title: The Norwalk Partnership (TNP) Project Coordinator

Reports to: Prevention Director, Positive Directions-The Center for Prevention & Counseling

Job Type: Part-time (15 hrs/week), hybrid (in Norwalk schools & community & online).

#### Essential Duties:

This part-time position is an opportunity for a dedicated community member to contribute to the health and wellbeing of Norwalk youth. The position coordinates and supports The Norwalk Partnership (TNP), a community coalition to prevent substance misuse and promote mental wellness in youth and young adults in Norwalk. It is funded through a federal grant held by Positive Directions–The Center for Prevention and Counseling.

#### 1. Coordination:

- a. Participate actively in the TNP coalition and its committees (education & awareness, environment and enforcement, NorWALK for Mental Health, Teen Nights Out).
- b. Provide administrative support to the coalition and committees, including scheduling meetings, emailing invitations and calendar appointments, tracking participation, producing minutes, providing follow-up.
- c. Help prepare and disseminate communications (blog posts, slides, flyers, resource documents).
- d. Maintain the project website and social media.

#### 2. Outreach & engagement:

- a. Outreach to targeted individuals or groups (for example, parent groups, local businesses) to build relationships, provide resources, invite participation in project activities.
- b. Attend and help plan/promote community events such as NorWALK for Mental Health, Freshman Forum, resource fairs, dissemination of materials, etc.
- c. Assist with presentations and trainings to parents or other community groups.
- d. Support teen interns in planning and implementing substance use prevention and mental health promotion activities in the local high schools, including attending two weekly high school club meetings in Norwalk.

#### 3. Other:

- a. Attend prevention trainings to develop personal knowledge and skills.
- b. Participate in Positive Directions staff meetings and trainings.



Requirements:

- Organized, attention to detail.
- Communication, social media, and/or design skills highly desirable.
- Serve as role model to youth, with particular emphasis on avoiding substance use under age 21.
- Good interpersonal skills, comfortable working with diverse populations.
- Bilingual (Spanish) highly desirable.
- Knowledge / networks in the Norwalk community highly desirable

Compensation: \$23/hour, paid time off + holidays, contribution to retirement plan

To apply: Submit *cover letter* and *resume* to Margaret Watt at [mwatt@positivedirections.org](mailto:mwatt@positivedirections.org). No calls, please.

*Positive Directions–The Center for Prevention & Counseling is a community nonprofit located in Westport, CT, serving as innovative community leaders in mental health, substance prevention, and peer support. As an Equal Opportunity Employer, we actively seek and value diversity in our hires.*