

sample job description: coalition staff

Responsibilities

Staff members are responsible for assisting the coalition with the oversight and management of the coalition including but not limited to community engagement, fiscal decision making, strategy development and implementation.

Duties

Specific duties of being coalition staff members include but are not limited to:

- Facilitation of the planning and setting priorities;
- Removing barriers impeding the work of the coalition;
- Being a resource to the coalition;
- Acting as a subject matter expert on the work of the coalition;
- Assist with organizing the coalition;
- Facilitate the organization of coalition related meetings;
- Facilitate the organization of coalition events and activities;
- Provide support to members of the coalition based on group and individual need to accomplish stated priorities;
- Assist with evaluating the contribution the coalition makes to related outcomes;
- Assist with connecting to the community;
- Assist with recruiting new members;
- Work with the coalition to allocate resources for the work of the coalition.

Additional duties of the coalition staff may be found in the job description for the staff developed by the fiscal agent.

