



Request for Proposal for Coalition Coordinator (Independent Contractor)

THRIVE Bedford | Lewisboro | Pound Ridge, the tri-town substance abuse prevention and mental health alliance serving Bedford, Lewisboro, and Pound Ridge, seeks a motivated and organized Coalition Coordinator to support day-to-day operations, community engagement, and Drug-Free Communities (DFC) grant implementation. This role provides essential support to volunteer coalition members and helps drive local prevention strategies, outreach, and compliance efforts.

Key Responsibilities

- Manage daily coalition operations, including program goals, activities, and timelines.
- Coordinate coalition strategies, initiatives, meetings, and events.
- Record and maintain meeting minutes, documentation, and required grant materials.
- Staff and support committee and sector partner meetings.
- Recruit, train, and coordinate volunteers and twelve sector partners.
- Represent THRIVE at local, county, state, and national meetings, including CADCA.
- Provide logistical support for training, surveys, events, and community outreach.
- Compile data, monthly reports, and documentation required for DFC compliance.
- Serve as liaison to schools, community groups, town officials, and partner organizations.
- Manage communications, including social media, website updates, and outreach materials.
- Coordinate with vendors and consultants.
- Process payments and track and present budgets.

- Perform all other duties necessary to support a successful coalition.

Required Qualifications

- Bachelor's degree in education, Social Work, Public Health, Human Services, Psychology, Sociology, Public Policy, or related field.
- Minimum 2 years of experience in community-based programming, social services, prevention work, or related fields.
- Strong organizational, communication, and interpersonal skills.
- Ability to work independently and collaboratively with diverse community partners.
- Comfort with public speaking, community engagement, and youth-focused prevention work.
- Ability to meet deadlines and manage multiple projects.
- Physical ability to support event setup, outreach activities, and distribution and organization of supplies and equipment.

Preferred but Not Required

- Proficiency with social media, websites (WordPress), and basic data software.
- Experience with the Drug-Free Communities (DFC) program.
- Spanish language proficiency.

Additional Requirements

- Independent contractor (1099) role; no benefits.
- Full-time or part-time (25–40 hours/week), including some evenings and weekends.
- Valid driver's license and use of personal phone, laptop, and vehicle.
- Possible travel of 2–4 weeks per year for training and program development.
- Must maintain required liability insurance.

Compensation

Hourly rate commensurate with experience.

Submission Instructions

Applicants should submit a proposal containing a resume and letter of interest outlining experience, proposed hours per week, and proposed hourly fee for services and three references. Work samples are encouraged.

Proposal should be submitted on or before May 18, 2026, at 5 p.m. by emailing it as a PDF attachment to the THRIVE Board at: thrive.steering.committee@gmail.com