

## Ionia County Health Department

**TITLE:** Drug Free Communities Grant Coordinator/Health Educator, Full-time, 37.5 hours per week

**PAY GRADE 10:** \$24.21 - \$31.22 per hour

**DESCRIPTION:** Under the supervision of the Health Officer, the Drug Free Communities (DFC) Grant Coordinator/Health Educator serves Ionia County residents and communities to promote substance use prevention. This position will work with youth, youth serving organizations, and communities to educate and empower them to make the best decisions when it comes to substance use.

The Drug-Free Communities Grant Coordinator is responsible for leading, implementing, and monitoring all activities outlined in the Ionia County Hope and Recovery (ICHAR) Coalition 12-Month Work Plan. The DFC Coordinator ensures effective collaboration across all 12 DFC sectors, strengthens coalition capacity, expands community partnerships, and delivers evidence-based strategies to reduce youth marijuana and alcohol use. This position manages project timelines, provides prevention education, supports youth leadership, coordinates community-level strategies, and oversees data collection, documentation, and evaluation aligned with the DFC statute and the Strategic Prevention Framework.

The Ionia County Health Department (ICHHD) works with the communities we serve to prevent disease, prolong life, and protect the environment. The ICHHD Community Health team works with a variety of community partners, businesses, and individuals across a variety of substance use prevention programs.

This position is Monday–Friday, 8:00 am – 4:00 pm with some flexibility to meet community needs. Health Educators work evenings and weekends to meet community outreach needs, as required.

### Minimum Qualifications

- Bachelor's degree in health or related field (e.g. Public Health, Prevention, Social Work, Sociology, Nursing)
- A valid Michigan driver's license and vehicle insurance.
- Must pass a background check and drug test.

- Experience coordinating community coalitions or multi-sector partnerships.
- Strong communication, organization, and project management skills.
- Ability to collect and interpret data, track outcomes, and maintain accurate records.
- Ability to work effectively with youth, parents, schools, and diverse community sectors.
- Ability to attend evening or weekend community events as required.

#### Preferred Qualifications

- Experience delivering youth presentations, prevention programming, or school-based health initiatives.
- Knowledge of evidence-based substance use prevention approaches, including the Strategic Prevention Framework.
- Experience with compliance checks, policy review, or youth access prevention.

This position is funded through a 5-year Drug-Free Communities Grant through the National Center for Injury Prevention and Control

Ionia County offers a rich benefit package including the following:

- Medical insurance – 5% employee premium co-pay per pay period
- Health Savings Account - employer contribution of \$600/single coverage; \$1200/2-person or family coverage
- Group Life Insurance, \$30,000
- Group Short Term Disability Insurance
- Group Long Term Disability Insurance
- 401(a), with 5% employer match, and 457 Deferred Compensation plans
- Voluntary dental, vision, life insurance, critical illness, accident, and hospital plans
- Vacation days
- Personal days
- Holiday pay (12.5 days of regular Holiday, 1 day of float Holiday/year)

**Candidates are required to send a cover letter, resume, and completed Ionia County application form** available at [Ionia County Job Application.pdf \(ioniacounty.org\)](#), to [hr@ioniacounty.org](mailto:hr@ioniacounty.org), or Ionia County Human Resources, 101 W. Main Street, Ionia, MI 48846. Applicants will be subject to a pre-employment background check and drug screen.

The position will remain open until filled with preference given to applications submitted on or before October 12, 2026.

***Ionia County is an Equal Opportunity Employer.***