

Louisiana Primary Care Association

Position Description

Position Title: LaSOR Program Coordinator
Fulltime Exempt

Supervisor: Director of Clinical Quality

Position Summary: The LaSOR Program Coordinator is responsible for supporting the implementation of the Louisiana State Opioid Response (LaSOR) Program. This position will assist in the day-to-day program coordination and management activities, which will include working to strengthen and expand substance use disorder/opioid use disorder prevention, treatment, and recovery services to enhance rural Louisiana residents' ability to access treatment and move towards recovery.

Responsibilities

1. Coordinate activities of the RCORP coalition, which contributes to the overall strategic direction and implementation of program activities.
2. Assist in writing and leading implementation plan in collaboration with project manager, senior leadership and subject matter experts to ensure compliance of program requirements.
3. Assist in directing, managing and executing ongoing, statewide project activities.
4. Serve as subject matter expert and/or fill technical roles on related projects.
5. Recruit and maintain a diverse coalition membership with state and national partners.
6. Plan and coordinate coalition meetings and meeting activities.
7. Collect, manage, and analyze program specific data.
8. Coordinate and facilitate coalition meetings and communicate effectively with members.
9. Plan, coordinate, and conduct educational and training activities.
10. Conduct literature/resource reviews to identify best practices for the coalition.
11. Develop marketing and media materials, campaigns, and opportunities related to the project.
12. Continuously evaluate program and coalition effectiveness, workplan and strategic plan.
13. Assist in completing progress reports and activity reports.