

Ohio Coalition Institute Coach Position Description – Community Coalition Action Theory Training of the Trainer (TOT)

Position Overview

The Community Coalition Action Theory (CCAT) Training of Trainers, coordinated by Prevention Action Alliance (PAA), is made possible with funding from the Ohio Department of Mental Health and Addiction Services. This funding provides an opportunity for community coalition leaders to develop and enhance their understanding of the CCAT model while acquiring specific content delivery expertise and presentation strategies. This grant opportunity is intended to increase the number and quality of coalition trainers across the state and to support emerging and new coalition leaders as they work to address their specific community's needs. The Ohio Coalition Institute and Prevention Action Alliance seek experienced coalition leaders to serve as coaches and facilitators for a statewide training initiative. Coaches will play a vital role in building capacity and providing guidance to coalition members across the state through structured training sessions and ongoing support. **There will be 8-10 Ohio Coalition Institute Coaches selected to participate in this opportunity.**

Primary Responsibilities and Information

- Once trained in the CCAT Model, each coach will be expected to lead/ facilitate one (1) coalition training series as arranged by Ohio Coalition Institute and Prevention Action Alliance. Dates and times to be determined and/or as needed throughout the state. These training courses could be in various settings such as in-person or virtual.
 - Each coach will lead and facilitate training sessions as part of a comprehensive coalition development program, potentially working collaboratively with a co-facilitator to deliver high-quality educational content and facilitate engaging group discussions. Curriculum has been developed, will be provided, and can adjust to meet co-facilitators' personal training styles.
- Coaches will be considered a contractor through Prevention Action Alliance and will receive tax documentation to reflect that agreement.
- Each coach will provide regular coaching and mentorship to assigned coalitions through scheduled virtual sessions, helping them implement learned strategies and overcome challenges in their local contexts.
- Each coach will be assigned a minimum of one coalition to provide coaching and mentorship.
- Each coach will offer technical assistance and respond to assigned coalition needs through various communication channels, ensuring timely and effective support.

Time Commitment and Key Activities

- Attend mandatory in-person Coaches Orientation and Training (TOT)
June 12-13, 2025 – Columbus, Ohio
- Attend and help facilitate one (1) Prevention Action Alliance/ Ohio Coalition Institute training series (6-7 sessions in the series) by June 12, 2026.
Dates of coalition training to be determined based on FY 2026 funding announcement
- Participate in virtual planning sessions (as needed in addition to orientation work sessions)

- Conduct bi-weekly coalition coaching sessions (virtual) – scheduled with one coalition directly in between scheduled virtual trainings – anticipated 1 hour in length
- Provide additional technical assistance to assigned coalitions as needed (virtual, email, phone)
- Provide coalition progress notes following each coaching session and additional technical assistance support/session
- Participate in monthly coaching check-in meetings (virtual) with PAA Staff/Consultants – dates/times TBD

Required Qualifications

- Demonstrated experience in coalition leadership and community engagement
- Strong facilitation and presentation skills in virtual setting
- Ability to effectively coach and mentor others
- Excellent communication skills across multiple platforms (in-person, virtual, written)
- Reliable access to technology for virtual sessions
- Availability to fulfill all time commitments listed above

Preferred Qualifications

- Previous experience providing training or technical assistance
- Experience with virtual facilitation and coaching
- Track record of successful coalition project implementation

Application Link

<https://www.surveymonkey.com/r/H88S278>

Anticipated Timeline

Application shared with potential candidates: **5/12/2025**

Application due to PAA: **5/23/2025**

Decision made by PAA/Consultant/OhioMHAS staff: **6/3/2025**

Candidates notified by PAA: **6/4/2025**

Signed documentation and contracts due to PAA: End of Day **6/10/2025 no later than 5pm EST**

Compensation

Stipend of \$3500, paid in a one-time disbursement upon completion of the TOT in person training

Please note that mileage, food, hotel accommodation, etc. are included in the amount of the stipend.

There will not be additional reimbursement for this or other training-related travel.

Estimated hours: 35-45 hours

- Coach Orientation: approximately **8-9-hour** training (over 2 days) + travel to and from Columbus area for in-person training at Prevention Action Alliance, 6171 Huntley Road Suite G Columbus, Ohio 43229 (travel costs are based on the starting location of the coach)
- Facilitation Prep for your assigned training sessions: **7-10 hours**
- Coalition Coaching Sessions: **7 – 10 hours** – flexible times to meet with your coalition
- 6 Foundational Institute Virtual Training Sessions: **7-10 hours**
- Monthly Coaches Check In's (dates/times TBD): **3-5 hours**

The Community Coalition Action Theory (CCAT) Training of the Trainer Request for Application is made available through Prevention Action Alliance, in partnership with the Ohio Coalition Institute, with funding from the Ohio Department of Mental Health and Addiction Services

