

Job Description

Project Coordinator A Full Time Salaried Position

Title of position: Project Coordinator

Description of duties and responsibilities: The Project coordinator will manage day-to-day operations of the project; coordinate coalition services and project activities, including training, coalition communication, data collection and dissemination. The Project Coordinator will coordinate Learn To Grow, Inc. and coalition programs and maintain database and file on participants; ensure implementation of all alcohol, and tobacco prevention services and activities; provide health education as necessary; identify guest speakers i.e. Team Building Facilitators, Environmental Strategy Consultation, Trainers for Coalition members, and Responsible Server Trainer, and monitor presentations; collect all necessary evaluation data and interact with parents and youth regarding student performance; and submit monthly activity report to program director.

Qualifications for position: A preferred candidate must have a minimum of 2 years experience implementing the Strategic Prevention Framework (SPF); and researched based alcohol and tobacco culturally appropriate prevention curricula with fidelity. The candidate must be computer literate with some supervisory experience; must have strong oral and written communication skills

Supervisory relationships: The Project Coordinator will report the Program Director, and will act as liaison between government partners and local communities; serve as resource person on alcohol, tobacco and other drug use prevention and control programs; and coordinate local community events.

Skills and knowledge require: The candidate must be computer literate with some supervisory experience; must have strong oral and written communication skills; must have knowledge of the (SPF); must be qualified to deliver research based curriculums Parents Who Care, Asthma 101, Towards No Tobacco, and alcohol reduction programs; must have working knowledge of program evaluation; must be able to conduct needs assessments, underage drinking and tobacco compliance checks.

Prior experience required: must have a minimum of 2 years working with a non-profit organization with experience working to prevent alcohol, tobacco, and other drug use in youths and adults in community environments.

Personal qualities: Must be self starter, time manager, ability to multitask, and team player; and have excellent communication skills both verbal and written.

Amount of travel and any other special conditions or requirement: ability to travel to trainings and conferences.