

JOB DESCRIPTION
DFC Project Coordinator

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| 1. Little Dixie C.A.A. | 2. Program: Drug Free Communities |
| 3. Reports To: DFC Program Director | 4. Title: Project Coordinator |
| 5. Grade: 6 | 6. Date: December 2019 |
| 7. Approved By: Rebecca Reynolds <i>RR</i> | 8. Status: Non-Exempt |

JOB SUMMARY:

The position of Community Project Coordinator assists the Program Director of the Choctaw County Drug Free Community Program in coordinating events, activities and community/county partnerships; initiating correspondence and reports; and is responsible for media relations.

DUTIES AND RESPONSIBILITIES:

1. Assist the Program Director in the successful implementation of the DFC grant.
2. Coordinate community interaction projects and programs.
3. Responsible for media relations, including monthly newspaper submissions and occasional radio submissions.
4. Assist in logistics support (computer supplies, accountability for equipment, etc.).
5. Represent the DFC Program Director at meetings, workshops, and community activities.
6. Plan and organize appropriate youth and community events.
7. Establishing new youth services.
8. Recruit, train, and supervise youth volunteers.
9. Give presentations that are designed to appeal to middle school and high school youth.
10. Promote young people's interests and well-being.
11. Work closely with schools, local authorities, health professionals, and parents.
12. Other duties as assigned.

SUPERVISORY RELATIONSHIP:

The Drug Free Community Project Coordinator reports directly to the assigned Drug Free Community Program Director and performs no staff supervision.

QUALIFICATIONS:

1. Equivalent work experience and/or a degree in business management, computer systems, community health, prevention coordination, social services, and experience working with federal grants is preferred.
2. Experience working with youth in a positive manner •Substance abuse prevention experience is beneficial.

KNOWLEDGE/SKILLS AND ABILITIES:

1. Capable of communicating effectively orally and in writing.
2. Skill in developing and delivering oral presentations
3. Ability to work well with people of diverse backgrounds, perspectives and cultures.
4. Must be willing to be a team player and work collaboratively with coalitions and community agencies.
5. Must be an organized, proactive, work independently and be a self-starter; able to juggle numerous deadlines and various tasks.
6. Technical skills and proficiency in computer applications (Microsoft Office- Word, Excel, PowerPoint, and Publisher) and researching prevention education resources are necessary.
7. Verbal, computer and communication/public speaking skills preferred.

MENTAL AND PHYSICAL DEMANDS/ENVIRONMENTAL FACTORS:

1. Constantly must be able to sit/stand in a stationary position 50% of the time.
2. Frequently must be able to move about inside the office to access file cabinets, office machinery, etc.
3. Frequently must operate a computer and other office productivity machinery, such as a calculator, copy machine, and computer printer.
4. Frequently must communicate with staff and others who have inquiries about the program. Must be able to exchange accurate information in these situations.
5. Occasionally must move/carry items weighing up to 30 pounds.
6. Occasionally use small power tools.
7. Occasionally use a ladder.
8. Maintain a hardcopy and electronic copy scrapbook of DFC events and media submissions.

I have read and understand the job description listed above. My questions have been answered. I am fully qualified for this position and can perform the duties as described. I understand that this is not an exhaustive list of all my duties and responsibilities. I understand that Management (and no other) reserves the right to revise this job description as deemed necessary.

Little Dixie Community Action Agency, Inc. is an Equal Opportunity provider and employer. The functions, qualifications, requirements, and physical demands listed in this job description represent the essential functions of the job, which the employee must be able to perform either

with or without reasonable accommodation. As an equal opportunity provider and employer, LDCAA will make reasonable accommodations to enable individuals with disabilities to perform their job duties/functions. The listed job functions, duties and responsibilities do not necessarily include all activities that the employee may perform. Nothing herein restricts management's right to assign or reassign duties and responsibilities to this job at any time. This position is **non-exempt** from the provisions of the Fair Labor Standards Act and its amendments.

I certify that I understand and accept the responsibilities and duties of this position.

Employee Signature

Date

Employee Name (Printed)