

Tri-Community Coalition
Job Description for Program Coordinator

Job Title: Program Coordinator

Reports To: Executive Director/Program Director

Status: Part-time position (through Sept. 2012)
15 hours/week with the possibility of more hours as funding allows

Qualifications:

1. Bachelor's degree preferred
2. Excellent oral and written communication skills
3. Training and experience in human services, ATOD prevention, or community organization
4. Knowledge of drug and alcohol abuse prevention
5. Experience in working with youth
6. Able to interact with a variety of interest and cultural groups
7. Outstanding interpersonal skills
8. Highly organized and able to multi-task
9. Experience working with non-profit organizations
10. Reliable transportation.
11. Available for after-school, evening and weekend activities.

Duties:

1. Organize Youth Coalition programs and activities – working directly with the YOU Youth Coalition.
2. Assist with completing all reporting requirements.
3. Make presentations and communicate the goals and strategies of the Coalition
4. Assist with program evaluation
5. Other duties as assigned by Executive Director/Program Director.