

PROJECT COORDINATOR

JOB SUMMARY

Project Coordinator is responsible for the management, implementation, administration and promotion of the Eastside Promise Prevention Coalition. The person will supervise the Administrative Assistant and other staff as required. Project execution includes establishing goals and objectives, measures of success, developing project plans, determining resource requirements and tracking all facets of the project, with regular reporting to management.

ESSENTIAL FUNCTIONS

1. Serve as the spokesperson along with Coalition members to the public. Serves as the liaison person between the Eastside Promise Prevention Coalition and all elements of the community
2. Demonstrates working knowledge and access to local, state and federal resources
3. Facilitates the involvement of all segments of the community in the identification of specific community problems contributing to substance abuse, crime, violence as well as strategies/actions to resolve.
4. Utilize and establish a base of influential contacts to develop new strategies, programs and resources to further the goals required by the program/project
5. Prepare monthly, quarterly and annual narrative reports for the Steering Committee and funding entities as required
6. Monitor the action plans and progress toward the goals and objectives of the coalition to implement and coordinate strategic planning to reach required goals and objectives
7. Remain current on changing trends, new approaches, innovative ideas and new research and network with others in the field of alcohol and substance abuse to keep in the mainstream of local, state and national efforts and promote the Eastside Promise Prevention Coalition
8. Directs and implements the activities related to the public education effort. Recommends to the Eastside Promise Prevention Coalition a media and public relations strategy
9. Directs the effort to leverage additional resources including writing proposals and develop national opportunities for training, research and technical assistance to continue the expansion of and continued funding support of the San Antonio fighting Back, Inc.
10. Assists in the completion of staff performance evaluations by providing information to the Director.
11. Facilitates, builds consensus, and applies leadership skills.
12. Establishes and maintains effective working relationships and public relations.
13. Researches best practices, benchmarking data, studies, and industry standards to provide guidance to management and ensure optimum project direction.
14. Mentors project team members to ensure an efficient, self-managed team. Provides overall direction for team activities to support project execution. Provides all pertinent training and education needs to ensure team member development and availability of skills for project execution.
15. Performs other duties as assigned.

MINIMUM REQUIREMENTS

- Associates Degree or equivalent from an institution accredited by a nationally recognized accrediting agency.
- Seven years of related work experience and community engagement
- Experience in developing, strategizing, implementing and administering projects.
- Good organizational, training, facilitation and communication skills are a must.
- Must be culturally competent and possess an acute awareness of human dignity in public service.
- Valid Class "C" Texas Driver's license consistent with SAFB Driving Policy.

PREFERRED QUALIFICATIONS

- Bachelors Degree in Education, Social Services, Public Administration, Business Administration or Health related fields.
- Five to Seven years of related work experience and community engagement
- Experience in developing, strategizing, implementing and administering projects.
- Good organizational, training, facilitation and communication skills are a must.
- Must be culturally competent and possess an acute awareness of human dignity in public service.
- Demonstrated analytical, critical thinking, project planning, and development skills.

PHYSICAL DEMANDS AND WORKING CONDITIONS

Subject to sitting for long periods of time to perform job scope

Working conditions are in an office environment with occasional field visits.

May be required to work hours other than regular schedule including nights and weekends