

ELIZABETHTOWN AREA COMMUNITITES THAT CARE (EACTC)

Job Description

Position Title: Project Coordinator
Reports To: Project Director
Work Hours: Vary – Weekdays 8AM-5PM; Occasional mornings, evenings and weekends are required; some travel required
Status: Full-time

SUMMARY: The Project Coordinator supports and assists the Project Director in the planning, administration, monitoring, implementation and evaluation of grants, action plans, initiatives and strategies that promote the mission and vision of EACTC and the EACTC Coalition.

REQUIRED SKILLS AND QUALIFICATIONS: The Project Coordinator works independently with little supervision. He/she is flexible, detail-oriented and able to communicate and work effectively with various people in different sectors of the community. The Project Coordinator possesses both strong computer and public speaking skills. This position requires a minimum of a Bachelors Degree.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

- Assist with the implementation and oversight of EACTC programs, initiatives and strategies that reflect the mission and vision of EACTC and involve the Elizabethtown Drug Free Communities (DFC) Coalition.
- Attend all required prevention conferences and trainings and stay up-to-date on emerging topics related to prevention.
- Engage sector leaders and direct the coalition activities under the supervision of the Program Director.
- Assist in developing protocols and methodology to administer, monitor and evaluate all aspects of current grants, including monitoring finances, documenting outcomes and promptly reporting to granting agencies.
- Participate in the collection, analysis and evaluation of data on current substance use/abuse issues in the Elizabethtown community from the PA Youth, Perception and Community Surveys. Compile and disseminate data. Design logic models.
- Participate in research and grant writing.
- Help promote EACTC and its mission and vision in the Elizabethtown community by meeting with various community and school-based groups and attending community events.
- Assist Project Director and EACTC Board/Coalition members explore new initiatives that support the mission and vision of EACTC.
- Write and/or edit articles for newspapers and other media outlets as requested.
- Attend all EACTC Coalition meetings.
- All other duties as assigned by the Project Director/Executive Director.