




Job Description

JOB TITLE: Project Coordinator
PROGRAM: Administration
REPORTS TO: Project Director (Executive Director)
TYPE OF POSITION: Non-Exempt, Full Time

APPROVED BY:  **DATE** 9/23/2021
Executive Director

SUPERCEDES JOB DESCRIPTION DATED: 9/23/2021

I. JOB SUMMARY: Under the direct supervision of the Project Director the Project Coordinator position is a grant funded position of the Drug Free Communities Program Grant. The Project Coordinator is responsible for providing coordination for the day-to-day operation of the DFC grant, working under the direction of the Project Director (Executive Director) of Hale Opio Kauai Inc.

II. QUALIFICATIONS/REQUIREMENTS:

- An undergraduate degree in a marketing/media, public relations, public health, behavioral sciences or related field; or equivalent professional experience with community coalition building preferred.
- Beneficial to have knowledge and experience in the prevention of substance use to include risk and protective factors, best practices and evidence-based strategies.
- Experience in human service delivery as it relates to youth, families, and community collaboration.
- Proven written, oral communication, dynamic public speaking and social media skills.
- Efficient in community team building and developing and maintaining partnerships.

III. ESSENTIAL JOB FUNCTIONS:

Essential functions include, but are not limited to the following:

- In collaboration with Ho`okele coalition members, the Project Coordinator facilitates communication, provides resources, and helps with planning and coordination of substance abuse prevention activities, in keeping with the Drug Free Communities grant.
- Coordinate implementation of evidence-based strategies to effectively fulfill the community-wide prevention plan. Includes a high-profile mass media campaign.
- Facilitate community education and organize special events.
- Coordinate activities of coalition, including trainings, surveys, research, programs, volunteer management and other administrative efforts that support coalition members in implementing action plan;
- Meet regularly with and monitor progress of coalition action committees, providing support and facilitation as appropriate;

- Facilitate communication within coalition and to the community: distribute meeting minutes, e-newsletters, local media, social networking, and other opportunities;
- Collaborate with local governments, schools, businesses, churches, and others;
- Develop and compile local data to assist Coalition in making data-driven decisions;
- Report community progress to CDC and community stakeholders.
- Build relationships with community partners to reach program and finance goals.
- Collect and use data to inform Ho`okele Coalition members.
- Performs other duties as required to ensure success of the Drug Free Communities Program Grant and the Ho`okele Coalition
- Attend all trainings as needed.

IV. OTHER JOB FUNCTIONS:

- Performs all other duties deemed necessary.

V. WORKING CONDITIONS:

- **Environment:** Air-conditioned office setting, community and residential settings, occasional outdoor settings. Off island travel is required.
- **Equipment Use:** Computer, telephone, and all standard office equipment.
- **Work Hours:** Normal business hours are Monday through Friday, 8:30 a.m. to 4:30 p.m. Frequent flexibility required. Overnight travel and extensive training is required.

VI. PHYSICAL DEMANDS: Work in an office setting; occasional driving; occasional flying; occasional overnight travel; frequent sitting; frequent computer use. Occasional lifting and carrying up to 20 pounds.

VII. MENTAL DEMANDS: Frequent work under pressure, or deadlines, frequent decision-making, use of judgement and discretion.

VIII. COMMUNICATION DEMANDS: Frequent reading and writing required; requires ability to interpret written and oral needs/requests of others; moderate, effective oral (in person and telephonically) communication required. Relates well and works cooperatively with different ethnic groups and be sensitive to the cultural, language or dialect, financial, and educational diversity of colleagues and consumers.

IX. OTHER: Must have access to a vehicle, and if driving, must have a valid driver's license, a safe and responsible driving record, and a minimum of \$100,000 bodily injury liability coverage on personal auto(s).

This job description is intended to indicate the kind of tasks and levels of work difficulty that will be required of the position given the title **Project Coordinator** and shall not be construed as declaring all the specific duties and responsibilities. It is not intended to limit or in any way modify the right of the supervisor to assign, direct, and/or control the work of employees under his/her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

Employee's Acknowledgement _____ Date _____