



JOB TITLE: Project Coordinator
DEPARTMENT: African American Family & Cultural Center
REVISION DATE: July 2020
HOURS: Full Time
FLSA STATUS: Non-Exempt
EMPLOYMENT: At-Will/Regular
REPORTS TO: AAFCC Director
WORKS WITH: AAFCC, Community Residents, Local & County Agencies
SUPERVISES: Community Engagement Coordinator (CEC)

POSITION DESCRIPTION:

BASIC PURPOSE:

A Project Coordinator is to undertake a wide variety of administrative and program management tasks. This position will be responsible for planning and organizing programs and activities. A superb Program Manager is detail-oriented, well-organized and comfortable working with a variety of diverse colleagues.

This individual will be responsible for the direct and indirect management of other employees. People management experience is critical to this role. Clear and effective communication will be instrumental in a candidate's success.

The ultimate goal is to facilitate the efficient management of programs and activities in alignment with the existing organizational standards.

WORKING RELATIONSHIPS:

Internal Relationships: AAFCC staff

External Relationships: Community Members, Local & County Agencies.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Position responsible for the day-to-day management of the AAFCC subcontract with CHC to create and support Black Student Unions and facilitate tobacco minimum price policy campaigns in Butte and Yuba Counties. Position to include recruitment, training and supervision of CEC and Interns; budget monitoring, supervising all scope of work activities; progress reporting, conducting research on best practices; participating in county, regional and statewide tobacco control collaboratives; participating in relevant tobacco control conferences and trainings; networking and partnering with other Black Student Unions and other community of color organizations and groups, etc.
- Bachelor's degree in Ethnic Studies, Business, Health Administration, Public Administration, Public Health, or related field from an accredited university is required. Three (3) years of

experience in developing and managing a health or human services program or component of a program; three (3) years of experience in a collaborative endeavor; and at least two (2) years' experience in a supervisory capacity; or a combination of work experience and education indicating an ability to fulfill the requirements of the position is required. Knowledge of health disparities and/or social justice issues preferred.

- Project Coordinator must have a valid California Driver's License and Proof of Insurance and ability to travel throughout the State as needed.
- Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

EDUCATION and/or EXPERIENCE:

- Bachelor's degree in Computer Science, Business or a related field preferred;
- Project Management Profession (PMP) certification preferred

OR

- 3-5 years of project management experience;
AND
- Two (2) years behavioral or social services counseling experience, or an equivalent combination of education and experience. A Bachelor's degree may be substituted for the required two (2) years' experience.

SKILLS and KNOWLEDGE:

- Proven ability to solve problems creatively
- Strong familiarity with project management software tools, methodologies, and best practices
- Experience seeing projects through the full life cycle
- Excellent analytical skills
- Strong interpersonal skills and extremely resourceful
- Proven ability to complete projects according to outlined scope, budget, and timeline
- Knowledge of prevention and intervention strategies of mental health issues.
- Knowledge of prevention and intervention strategies for alcohol and drug issues.
- Knowledge of counseling techniques and procedures, and professional rules of conduct.
- Knowledge of community service agencies and other governmental assistance programs.
- Knowledge of county, state and federal statutes, rules, ordinances, codes and regulations.
- Knowledge of county and department policies and procedures.
- Knowledge of the principles and practices of file and records management.
- Skill in presenting alcohol, drug, and mental health information to juveniles, adults and the general public.
- Skill in interacting with people of different social, economic and ethnic backgrounds.
- Skill in assessing and prioritizing multiple tasks, projects and demands.
- Skill in working within deadlines to complete projects and assignments.

- Skill in establishing and maintaining effective working relations with co-workers, community members, and representatives from other agencies.
- Skill in operating a personal computer utilizing a variety of software.

LANGUAGE ABILITY:

Ability to read and interpret documents. Ability to comprehend written and oral instructions. Ability to write reports and general business correspondence. Ability to effectively present information and respond to questions from co-workers, managers, clients, and the general public. Ability to speak effectively and clearly while on the telephone.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply, and divide. Ability to perform these operations using units of American money.

REASONING ABILITY:

Ability to apply common sense understanding to carry out instructions furnished in written and oral form.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The following lists physical demands an employee will perform on a regular basis:

- | | |
|----------------------------|---------------------------|
| Sitting | Reach with hands and arms |
| Walking | Talking and/or hearing |
| Viewing a computer monitor | Twisting |
| Keyboarding/Typing | On the phone |
| Reading | |

The following lists physical demands an employee may perform on an occasional basis:

- Standing
- Stoop, kneel crouch or crawl
- Handwriting
- Lifting (average weight 25 lbs.)

75% duties are performed inside with climate control.

This position regularly requires being able to work at close vision (clear vision at 20 inches or less); distance vision (clear at more than 20 feet).

The typical noise level in the work environment of this position is of moderate notice. On occasion, you may be subject to a loud noise level from the accumulation of activity in the lobby area. Ability for auditory distinction during load peak times.

TRANSPORTATION:

If use of your personal vehicle is necessary for AAFCC business, you will be responsible for keeping a mileage record and submitting it to your supervisor for reimbursement. Proof of current liability insurance on your personal vehicle must be provided at time of employment and when it expires. Personal vehicle insurance is the primary coverage in case you are in an accident in your vehicle while on business for AAFCC.

WORK ENVIRONMENT – SOCIAL

Employees shall work in a non-hostile work environment. The employee is expected not to engage in any activity that unreasonably interferes with performance of any other employee, such as sexual harassment, unlawful discrimination or any other behavior that unduly demeans or intimidates another employee.

As an essential function of this position, the employee must have the ability to work with a manipulative and clinically challenging client population; must be able to maintain professional composure and effectiveness. The employee must be able to handle levels of stress satisfactorily and be congenial with other employees, clients, community and vendors at all times.

PRE-EMPLOYMENT REQUIREMENT

Any offer of employment is contingent upon taking and passing a health screening/TB test. The examination assesses a candidate’s ability to meet the physical demands of the position with or without accommodation in accordance with applicable statutes for applicants with disabilities. Any offer of employment is also contingent upon taking and successfully passing a criminal background investigation (fingerprinting/livescan); the guidelines set forth by the Department of Justice in accordance with the State’s Penal Code Section 11105.2. Applicants are encouraged to disclose and discuss their arrest history, if any, in regards to any offense that resulted in a lawful conviction. Reasonable consideration will be given where applicants can demonstrate a consistent period of rehabilitation of not less than five (5) years. The AAFCC Project Coordinator will be required to undergo a fingerprint / live scan criminal history screening which will also be considered during the hiring process.

In addition, any offer of employment is contingent upon CPR & First Aid certification and having a DMV record that passes the criteria from the Agency’s insurance carrier, providing any necessary State License, Credential or Degree and receiving good valid rappers on reference checks.

Applicants who refuse to submit to testing or who do not pass all tests or provide required documents, will not be hired or retained in employment.

By signing this form regarding the job description outlined above, I am stating that I am able to perform the duties as outlined including the physical demands and required hours.

Employee Name (Print)

Employee Signature

Date: