

**Job Summary:**

The job of Project Coordinator II - Prevention is done for the purpose/s of developing and organizing a prevention program in county schools; collaborating with local and state agencies; training and supervising staff under the supervision and direction of the administrator.

**Essential Functions:**

- ▶ Assists the program manager for the purpose of managing program operations.
- ▶ Assists with the management of program budgets for the purpose of ensuring that operations are implemented within budget compliance and funding regulations.
- ▶ Assists with the writing of grants for the purpose of securing funds for projects and activities.
- ▶ Collaborates/communicates with state and local agencies for the purpose of developing a network in the area of prevention.
- ▶ Conducts meetings for the purpose of developing programs and maintaining communication with partners.
- ▶ Conducts training to diverse audiences for the purpose of increasing knowledge and creating partnerships.
- ▶ Coordinates monitoring and evaluation efforts for the purpose of ensuring that project goals are met.
- ▶ Coordinates prevention projects for the purpose of ensuring delivery of project services to county schools.
- ▶ Identifies potential local leaders, schools and community partners for the purpose of ensuring that prevention programs are developed.
- ▶ Presents/prepares reports, presentations and data for the purpose of providing information to school and community stakeholders.
- ▶ Supervises/evaluates staff for the purpose of increasing effectiveness of the work.

**Skills, Knowledge and/or Abilities Required:**

- ▶ **Skills to:**
  - use a computer;
  - organize and work on multiple projects;
  - develop grants and proposals;
  - create youth and adult partnerships;
- ▶ **Knowledge of:**
  - California Educational Standards of Academic Improvement;
  - Substance Abuse Prevention;
  - current methods of management and supervision;
  - community and state resources;
  - motivation and goal setting strategies;
  - youth, career, and learning theory;
- ▶ **Ability to:**
  - update knowledge in substance abuse prevention;
  - interpret and apply good judgment;
  - make comparisons and calculations;
  - establish effective working relationships;
  - present to a variety of audiences;
  - understand, interpret and apply state and federal policies, procedures and laws;
  - manage multiple tasks;
  - work collaboratively with youth and adults as partners;
  - organize and work on multiple projects;
  - organize workload and self;
  - train others;
  - manage personnel;
  - plan and organize meetings and events;
  - work flexible hours.

Responsibilities include: working under limited supervision following standardized practices and/or methods; directing other persons within a small work unit; and operating within a defined budget. Utilization of resources from other work units may be required to perform the job's functions. There is a continual opportunity to have some impact on the Organization's services. The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some climbing and balancing; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 50% sitting, 10% walking, and 40% standing. The job is performed under minimal temperature variations.

**Experience Required:**

- ▶ Job-related experience within specialized field is required.

**Education Required:**

- ▶ Bachelors degree in job-related area.

**Certificates, Licenses, Clearances, Testing and/or Bonding Required:**

- ▶ Valid California driver's license and proof of automobile insurance.
- ▶ Department of Justice and FBI Fingerprint Response.

**FLSA Status:** Exempt

**May 2007**

This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, creed, age, gender or disability. Inquiries regarding compliance procedures may be directed to our personnel office.

This organization complies with the Americans with Disabilities Act. Persons with a disability who may need some accommodation in the hiring process should contact our personnel office.

This organization is a Drug and Tobacco - Free Workplace

This organization requires a successful candidate to provide it with employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.