

Project Coordinator

Hey, hey! Do you have an interest in working with students? Do you want to make connections in the community? Do you want to see a reduction in substance abuse and misuse in Anaconda? Then we have the job for you!

As the ACI (Anaconda Community Intervention), Inc. Project Coordinator, you will take on a rewarding and fulfilling career doing the work of the Drug Free Communities (DFC) grant. This is a federal grant designed to reduce substance abuse and misuse in the community. Roles of the position include, but are not limited to:

- Provide leadership and dedication to ensure the effective operation and delivery of programs within the community.
- Develop and maintain a local coalition to address substance abuse and misuse issues (particularly amongst youth) in the community.
- Maintain contact with ACI's Business Official, Community Coordinator, Evaluation Staff, and Board of Directors.
- Make connections and work with other community groups to build up activities and events.
- Coordinate positive, alternative activities for youth on a consistent basis. This includes examples such as school dance after parties, lock-ins, leadership workshops, prevention summer camp, etc.
- Supervise youth staff members.
- Chaperone youth on in state trips, out of state trips, overnight camps, etc.
- Submit progress reports to primary funding source twice a year to help ensure grant compliance.
- Track in-kind donations and services for programming to ensure grant compliance.
- Solicit volunteers for events and activities to adequately supervise participants.
- Facilitate workshops at camp, in classrooms, and at various other functions. These include presenting information and hands on activities.
- Make formal requests to groups to help fund programs and activities to help build sustainability.
- Coordinate and facilitate meetings to plan for large scale programs and events.
- Promote the organization and its efforts via social network postings, flyers, newspaper submissions, etc.
- Follow the DFC approved action plan.

SKILLS/KNOWLEDGE REQUIRED: A degree in health and/or social care from an accredited college or university preferred; or a minimum of two years' experience in delivering prevention and/or public health programs or operations in a non-profit or for-profit agency. Demonstrated ability to organize, plan and coordinate operations. Leadership skills, including problem solving, decision making, and delegation. Excellent social networking abilities and strong communication skills, both oral and written. Self-motivated with the ability to work independently and reliably to complete projects on time in accordance with the standards established by the Coalition. Be available for occasional evening or weekend activities, meetings and/or training opportunities. Salary DOE

Please send current resume to Michelle Harrington at aci.michelle@gmail.com by October 15th, 2021.