

Hoosier Uplands Economic Development Corporation



Program Coordinator

TITLE: Choices Program Coordinator
STATUS: Full time, Hourly, Non-Exempt
REPORTS TO: Chief Strategy Officer
BEGINNING SALARY: To be determined

QUALIFICATIONS

Required Qualifications: Bachelor's Degree preferred, valid driver's license, dependable vehicle with a minimum of liability insurance

KNOWLEDGE-SKILLS-ABILITIES

- Excellent verbal and written communication skills
- Ability to think outside of the box
- Knowledge of Hoosier Uplands geographical service area
- Demonstrated organization, networking, and planning skills
- Demonstrated ability to communicate with all populations and work independently
- Knowledge related to education or health preferred

WORKING CONDITIONS

1. Temperature controlled office setting
2. Occasional evening and weekend hours may be required

PHYSICAL EFFORT

3. This position requires computer use each day
4. Occasional lifting of 10-20 pounds

DUTIES & RESPONSIBILITIES

1. Plan, coordinate, and implement Too Good for Drugs and Apple a Day Programs
2. Regularly communicate with principals and teachers within schools to be served in order to schedule programming
3. Regularly communicate with afterschool sites to schedule programming
4. Disseminate, collect, and report survey data for Too Good for Drugs and Apple a Day
5. Track and report program attendance for Too Good for Drugs and Apple a Day
6. Complete monthly reports for Too Good for Drugs and Apple a Day

7. Attend any required trainings for the Choices program as well as other programs on an as needed basis
8. Manage media campaigns and policy work for the Choices Initiative
9. Assist with Creating Lasting Family Connections program and LifeSkills Training on an as needed basis
10. Assist with the CHAT program on an as needed basis
11. Serve as a professional representative of Hoosier Uplands at external meetings as necessary, while keeping the Director updated on a continuous basis as new developments arise.
12. Provide assistance to project partners as necessary
13. Other duties as assigned

Hoosier Uplands Economic Development Corporation is an Equal Opportunity Employer.

JOIN OUR TEAM!

Resumes may be sent via mail to: Hoosier Uplands
 Attn: Deborah Coleman
 500 W. Main Street
 Mitchell, IN 47446

Resumes for this position only may be e-mailed to aprice@hoosieruplands.org.

10/19/2021