

Hoosier Uplands Economic Development Corporation



GROW Program Coordinator

TITLE: Program Coordinator
STATUS: Full time, Hourly, Non-Exempt
REPORTS TO: Director of Strategic Development & Special Projects
BEGINNING SALARY: To be determined

QUALIFICATIONS

Required Qualifications: Bachelor's Degree, 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 Upland's 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. Coordinate, plan, and implement program
2. Collaborate with local partners to plan and implement programming
3. Disseminate, collect, and evaluate surveys from program participants
4. Track program attendance
5. Promote projects to the community through outreach and networking initiatives

6. Coordinate the preparation of funding proposals for continuation and expansion of projects as appropriate
7. Serve as a professional representative of Hoosier Uplands at project meetings as necessary
8. 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 aprince@hoosieruplands.org.