

Hoosier Uplands Economic Development Corporation



Program Coordinator (SERVE)

TITLE: Program Coordinator (SERVE)
STATUS: Full time, Hourly, Non-Exempt
REPORTS TO: Chief Strategy Officer
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. Regularly communicate with principals and teachers within schools to be served
2. Schedule presentations with schools to be served
3. Provide presentations using the *Making a Difference* curriculum to encourage youth abstinence
4. Disseminate and collect program surveys from students

5. Track program attendance
6. Coordinate required reporting and evaluation activities relating to the projects
7. Collaborate with other organizations as projects are implemented to avoid duplication and maximize effectiveness
8. Serving 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.
9. Provide assistance to project partners as necessary
10. 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.