

Hoosier Uplands Economic Development Corporation



Program Coordinator (STAR)

TITLE: Program Coordinator (STAR)
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

5/16/2016