

## Hoosier Uplands Economic Development Corporation



### Program Coordinator (STAR & AHEC)

TITLE: Program Coordinator (STAR & AHEC)  
STATUS: Full time, Hourly, Non-Exempt  
REPORTS TO: Chief Strategy Officer  
BEGINNING SALARY: To be determined

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#### 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

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#### 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 [aprice@hoosieruplands.org](mailto:aprice@hoosieruplands.org).

5/16/2016