

COMMUNITY PROGRAM COORDINATOR

Class Code: 145

Range: 18

Definition: Under supervision, to assist in the development, coordination and review of a community program. To provide training, monitoring, staff and community development services for the program, and to perform other staff assistance work as required.

Distinguishing Features: This is a journey level position with responsibility for coordinating a specific, focused program. Incumbents in this position typically have the formal professional level training, and directly related work experience in the specific program area. This employee is expected to work independently with general supervision. Programs are generally specific, involve community interaction and may be of temporary duration, such as grant funded. This position may provide technical and functional guidance to lower level staff and volunteers.

Examples of Essential Position Duties:

The following duties represent the principle job duties, however, they are not all-inclusive. Other duties may be required and assigned.

- Assist in the development, coordination, and implementing of a specific community oriented program, including program record keeping, data collection, grant reporting, and budget monitoring.
- Establish short and long range plans, goals and objectives for assigned programs.
- Prepare a variety of reports, correspondence, records, and summaries for program.
- Maintain program supplies, materials, and equipment.
- Assist community groups or other agencies in the development of local community partnerships to provide funding and program support.
- Increase community awareness of programs through media outreach.
- To coordinate program requirements and activities such as, securing physical space needs, equipment, volunteer recruitment and training, public education, outreach efforts. To develop partners to actively participate in the program.
- To provide ongoing, general public education and specific training as requested by the public.
- Organize meetings related to the specific program

Auxiliary Duties:

The following duties represent duties that are generally performed by this position, but are not considered the principle job duties.

- Serve on committees
- Perform other duties and responsibilities as assigned.

Qualifications:

Minimum Qualifications: Graduation from High School, two years college course work preferred. Minimum of one year experience working in the specific program field and two years experience in working with community groups. One year public speaking experience preferred. Certifications may be required for some programs.

Knowledge, Skills, and Abilities: Requires knowledge of specific program elements. Knowledge of principles and modern practices of office management, including computer literacy, and general budgetary and fiscal practices. Ability to develop, organize and oversee projects including monitoring budgets and funding, basic record keeping, report writing, and grant administration requirements. Knowledge of techniques and procedures for evaluating, modifying and motivating human behavior. Ability to establish procedures for accurate data collection. Must possess excellent communication skills. Ability to coordinate outreach into the community and private sectors to increase the awareness and skills of citizens related to program mission.

Special Requirements: *Performance of the essential duties of this position includes the following physical demands and/or working conditions.*

May require ability to work in either an office and outdoor environment, depending on the program. May require ability to exert moderate physical effort depending on the program, and a small amount of physical effort in sedentary to light work involving moving from one area of the office to another. May require sufficient hand-eye coordination to perform semi-skilled repetitive movements, such as typing, filing, data entry and/or use of calculator, ten-key adding machine or other office equipment or supplies. May require the ability to operate a motor vehicle, or other equipment depending on the program.

License or Certificate: Valid Oregon State Driver's License. May require specialize license or certifications.