

**SR. COMMUNITY PROGRAM COORDINATOR**

**Class Code: 148**

**Range: 20**

**Definition:** Under supervision, to provide oversight, development, and coordination of a moderate sized community related program. To provide training, monitoring, outreach, staff and/or community development services for the program, and to perform other staff assistance work as required.

**Distinguishing Features:** This is an advanced level position with responsibility for coordinating a moderate sized program of moderate complexity. Incumbents in this position typically have formal advanced professional level training, and directly related work experience in the specific program area. This position is distinguished by the size and complexity of the program and the professional training requirements. This employee is expected to work independently with general supervision. Programs generally involve community and/or multiple agency interaction and may be of temporary duration, such as grant funded programs. 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.*

- Develop, coordinate, and implement a specific community oriented program, including program data collection, record keeping, grant reporting, and budget monitoring.
- Establish short and long range plans, goals and objectives for assigned programs.
- May work with special population groups targeted for program services in concert with other agency staff, such as counseling service providers, law enforcement personnel, and court services.
- Provide information and referral services when necessary. May lead or participate in meetings, training, counseling, or other programs with targeted individuals or groups. May provide direct support services.
- Prepare a variety of reports, correspondence, records, and summaries for program. Perform research as necessary to promote program goals.
- 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. Provide ongoing, general public education and specific training as requested by the public.
- Maintain program supplies, materials, and equipment. Coordinate program requirements and activities such as, securing physical space needs, equipment, volunteer recruitment and training, public education, outreach efforts.

- 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:** Bachelors degree in related field from an accredited college or university. Minimum of one year experience working in the specific program field and two years experience in working with community groups. Certifications may be required for some programs.

**Knowledge, Skills, and Abilities:** Requires advanced 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 individual and group behavior. Ability to establish procedures for accurate data collection. Must possess excellent communication skills, both verbal and written. Ability to coordinate outreach into the community and private sectors to increase the awareness and skills of citizens related to program mission. Ability to develop and maintain effective working relationships with co-workers and the general public.

**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 or 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 specialized license or certifications.