

PRIDE, INC.
POSITION DESCRIPTION

Updated December 5, 2014

Class Title: Program Coordinator

Supervisor: President/CEO

Supervises: None

General Duties and Responsibilities:

Essential:

1. Serves as liaison between PRIDE and grant recipients within the service area; works with outside agency staff assigned to PRIDE projects
2. Represents PRIDE at various meetings as an attendee or a guest speaker if needed
3. Volunteer Recruitment
4. Provides face-to-face and telephone assistance to local officials as they develop, apply for and implement PRIDE grant assistance in their communities.
5. Ensures sub-grant activities are in compliance with PRIDE policies and procedures.
6. Assists in developing training programs delivered by the organization.
7. Conducts preliminary, interim and final site visits, notifies recipient of outcome and updates information into database.
8. Provides support for coordinators and volunteers and encourages the development of PRIDE committees through out the region.
9. Recommends new programs related to the mission of the organization to the President/CEO.
10. Shares in workload with staff to complete any job that has priority at the time.
11. Performs other related duties as required.

Non-essential: None.

MINIMUM QUALIFICATIONS

Training and Experience: Bachelor's Degree in field appropriate to position such as Business Administration, Public Administration, or Environmental related field supplemented by three years experience in working with public service organizations, or the equivalent combination of education and experience.

Special Knowledge, Skills and Abilities:

Knowledge:

1. Knowledge of organizational practices
2. Knowledge of issues pertaining to area of assignment
3. Knowledge of work hazards and applicable safety precautions associated with equipment, vehicles, and procedures; ability to insure compliance with safety standards.

Skills:

1. Skill in both verbal and written communication
2. Skill in organizing work of self and others
3. Strong organization skills

Abilities:

1. Ability to establish a working relationship and to coordinate PRIDE programs and activities with other government organizations.
2. Ability to recruit volunteers and other community involvement
3. Ability to prepare records and reports on a timely basis
4. Ability to establish and maintain effective working relationships with Board members, employees, and all program participants.
5. Ability to travel extensively throughout the service area.

ADDITIONAL REQUIREMENTS

Instruction: Instructions are very general; must use own judgment much of the time.

Processes: Must occasionally consider different courses of action, or deviate from standard procedures, to get the job done.

Review of Work: Work is reviewed through oral and written reports.

Analytical Requirements: Duties are of a complex nature, requiring judgment for which there is no precedent.

Physical Demands of the Job: Many activities and/or events are performed outdoors on location. Intermittent standing, walking, stooping is required; must lift objects weighing less than 25 pounds as a job requirement; other heavy lifting is also necessary; must be able to operate vehicle which may include the transportation of trailer hauling equipment

Tools and/or Equipment Used: Vehicle, normal office equipment (computer, phone, fax, copier, etc.), and Global Positioning Systems.

Confidential Information: Limited use of confidential information.

Mental Effort: Moderate.

Interruptions: Often

Special Licensing Requirements: Must possess and maintain a valid driver's license.

Certification Requirements: None.

Additional Requirements: Must be able to travel extensively throughout a wide service area, requiring frequent overnight travel.

Overtime Provision: Exempt.