



PROJECT COORDINATOR (PC)

JOB DESCRIPTION

Alcohol and Substance Abuse Prevention Services

The Project Coordinator manages deliverables under the Alcohol and Substance Abuse Prevention Services contract. This position reports directly to the Executive Director of Beyond The Bell and is responsible for ensuring the quality and fidelity of the contract is carried out in an ethical manner.

This position is grant funded by the Department of Behavioral Health and Developmental Disabilities, State of Georgia. As such, we are contractually bound by the rules and regulations of the State of Georgia. Funding is contingent upon the State of Georgia's availability of funds, Beyond The Bell's performance of the requirements and deliverables of the contract, and/or failure to perform any of the provisions of the contract deliverables.

The duties of this position include planning, coordinating, implementing and evaluating all strategies and activities under the deliverables of the contract. The Project Coordinator will ensure all requirements of the Office of Behavioral Health Prevention, (Department of Behavioral Health and Developmental Disabilities) work in coordination with a required Community Prevention Workshop Coalition (CPAW), which is a community network of sector members and stakeholders who have a strong interest in the health and safety of their communities.

EDUCATION AND EXPERIENCE:

Bachelor's degree or higher in a related field (public health, psychology, social work, education, or closely related field); at least two years' experience in human service delivery or other community based programs or a combination of community service and program administration is required.

PREFERRED QULAIFICATIONS:

Experience in substance abuse prevention programming and management
Ability to work effectively with Coalition members, the community at large, management and co-workers.

Ability to build a network of dedicated community members including law enforcement, businesses, and other programs with goals of providing effective programs for children and families especially in substance abuse.

Knowledge, Skills, and Abilities:

Exceptional computer skills in Microsoft Word, Excel, Power Point, and Internet Software.

Demonstrated leadership skills and proficiency in public speaking, ability to facilitate individual level strategy curriculums, data compilations, and program development.

Excellent organizational and interpersonal skills

Must have flexibility in work schedules as some evening and weekend schedules are possible in order to fulfill the deliverables set forth in the contract.

Ability to collaborate and demonstrate leadership skills and able to work cooperatively with community partners, families and children.

Responsibilities:

Prepare and submit monthly required reporting documents to the Regional Prevention Specialist assigned to the appropriate community in a timely manner. Understand that monthly reports are tied to payments coming from the State Department of Behavioral Health and Developmental Disabilities. (DBHDD).

Oversee the functions of the Community Prevention Alliance Workgroup (CPAW) and the Coalition. This body of representatives are a key component of the requirements of this funding.

Oversee the Youth Council as well as build upon this group of young people and ensure they have input in the process.

Facilitate approved curriculums and attend trainings to become certified in the appropriate program in order to facilitate.

Attend required State meetings and agency meetings as required.

Follow all agency policies and procedures as well as work as a team member ready to assist in whatever project necessary to get the job done.

Our agency is located In Conyers, GA and is considered the official office of Beyond The Bell, and as such this is the office where the administrative part of this job is done. There are no exceptions to this requirement.

Other duties may be assigned as appropriate for the fulfillment of said contract.