

**Job Summary:**

The job of Project Coordinator - Prevention is done for the purpose/s of developing and organizing a prevention program in county schools under the supervision and direction of the administrator.

**Essential Functions:**

- Coordinates monitoring and evaluation efforts for the purpose of ensuring that project goals are met.
- Coordinates prevention projects for the purpose of ensuring the delivery of project services to county schools.
- Creates reports, presentations, program evaluations, and training for the purpose of ensuring the implementation of prevention curriculum in secondary schools.
- Develops partnerships among adults, youth and public and non-profit agencies for the purpose of ensuring collaboration on project direction and development.
- Engages youth and faculty for the purpose of ensuring that the prevention curriculum and program is implemented.
- Facilitates meetings with site administrators, teachers, youth, and other diverse groups for the purpose of developing a prevention program.
- Manages program budgets for the purpose of ensuring that operations are implemented within budget compliance and funding regulations.
- Oversees project and program curriculum for the purpose of ensuring the implementation of the project in participating county schools.
- Provides training to diverse audiences for the purpose of increasing knowledge, capabilities and effectiveness of teachers, advisors, and young people.

**Skills, Knowledge and/or Abilities:**

➤ **Skills to:**

- update knowledge in substance abuse prevention;
- interpret and apply good judgment;
- make comparisons and calculations;
- establish effective working relationships.
- supervise, train and evaluate staff

➤ **Knowledge of:**

- California Educational Standards of Academic Improvement;
- Substance Abuse Prevention;
- Youth Development Theory;
- State/CHOICES After School Programs;
- State-wide Student Mental Health network;

➤ **Ability to:**

- use a computer;
- speak to large and small groups;
- understand, interpret, and apply state and federal policies, procedures and laws;
- manage multiple tasks;
- work collaboratively with youth and adults as partners;
- organize and work on multiple projects;
- organize workload and self;
- collaborate with regional contacts as well as county schools;
- work flexible hours including evenings and weekends as needed.

The usual and customary methods of performing the job's functions requires the following physical demands: occasional lifting, carrying, pushing and/or pulling; some climbing and balancing; some stooping, kneeling, crouching and/or crawling; and some fine finger dexterity. Generally the job requires 50% sitting, 10% walking and 40% standing.

**Experience Required:**

- Job related experience with increasing levels of responsibility is required.
- Behavioral Science or mental health background desirable.

**Education Required:**

- Bachelor's Degree required.
- Master's Degree in job-related area preferred.

**Certificates, Licenses Required:**

- Valid California Driver's License and proof of automobile insurance.
- Department of Justice and FBI Fingerprint Response.
- Certificate of Completion as a School Wide Information Systems (SWIS) – Facilitator desirable.
- Certificate of Completion for the National Training in the Character Counts! Development Seminar 4.0 version desirable.

**FLSA:** Exempt

**July 2014**

This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, creed, age, gender or disability. Inquiries regarding compliance procedures may be directed to our personnel office.

This organization complies with the Americans with Disabilities Act. Persons with a disability who may need some accommodation in the hiring process should contact our personnel office.

This organization is a Drug and Tobacco - Free Workplace.

This organization requires a successful candidate to provide it with employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.