

Job Summary:

The job of Project Coordinator - CHOICES is done for the purpose of performing the duties necessary to successfully implement the activities of a specially-funded project-After School Programs, Regional Technical Support and Assistance, under the supervision of the CHOICES Program Manager.

Essential Functions:

- ▶ Acts as a liaison with state, county and local regulatory agencies involved with the project and keeps informed of new laws related to the project for the purpose of operating within timely and accurate parameters of the project.
- ▶ Aligns project activities with district grade level standards in core curriculum areas to the extent practicable for the purpose of supporting academic achievement.
- ▶ Analyzes activities into component tasks and devises a task schedule for the purpose of accomplishing program goals in a timely, complete and accurate manner.
- ▶ Assists project participants and technical support for the purpose of accomplishing planned project outcomes.
- ▶ Assists with the selection of contractors for the purpose of accomplishing planned project outcomes.
- ▶ Coordinates purchases and expenditures and monitors balances for the purpose of ensuring that operations are implemented within budget compliance and funding regulations.
- ▶ Coordinates/schedules/facilitates cooperation between regular staff and special project staff for the purpose of accomplishing planned project outcomes.
- ▶ Determines in advance the documentation that will be required for monitoring and evaluation of project outcomes and designs a data collection system for the purpose of ensuring that project goals are met.
- ▶ Identifies/resolves implementation obstacles for the purpose of developing or facilitating implementation of project goals.
- ▶ Makes decisions and maintains project without immediate intervention of administrator, including short and long-term planning for the purpose of achieving program goals.
- ▶ Monitors/resolves compliance issues related to the project for the purpose of operating within compliance.
- ▶ Provides training and/or awareness for diverse audiences for the purpose of increasing knowledge, capabilities, effectiveness and capacity.
- ▶ Sets up/leads meetings for the purpose of project coordination.
- ▶ Supports sustainability efforts as assigned for the purpose of maintaining or expanding project funding levels.
- ▶ Understands/communicates the funding source outcomes and project activities for the purpose of applying this understanding to project development efforts.
- ▶ Facilitates communication and awareness between and among governmental, educational and community organization and leaders for the purpose of meeting project goals.
- ▶ Guides the development of the work plan for the purpose of completing the grant requirements.
- ▶ Facilitates the regional advisory council for the purpose of getting feedback and input from regional participants.
- ▶ Ensures that the regional After School website is current for the purpose of providing relevant information and guidelines that benefit programs.
- ▶ Meets with program grantees and partners for the purpose of monitoring grant and contract requirements.
- ▶ Serves as a content expert for After School programs for the purpose of ensuring quality site programs.

Skills, Knowledge and/or Abilities:

- ▶ **Skills to:**
 - drive an automobile;
 - operate a variety of office and presentation equipment;
 - make presentations to small and large groups using technology;
- ▶ **Knowledge of:**
 - state, federal, and local regulations and laws relating to the project;
 - theories and methods as related to the project;
 - After School-California Content Standards K-12;
- ▶ **Ability to:**
 - be tactful in interpersonal relationships;
 - maintain cooperative relationships;
 - understand and follow oral and written directives;
 - maintain cooperative relationships with those contacted in the course of work;
 - be fluent in English and target languages as required by the project;
 - manage multiple tasks and projects;
 - organize workload and self;
 - understand, interpret and apply state and federal policies, procedures and laws;
 - work flexible hours.

Responsibilities include: working independently under broad organizational guidelines with supervision focusing on results; directing other persons within a small work unit; and supervising the use of funds. Utilization of significant resources from other work units is routinely required to perform the job's functions. There is a continual opportunity to significantly impact the organization's services. 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 significant fine finger dexterity. Generally the job requires 30% sitting, 35% walking and 35% standing.

Experience Required:

- ▶ Three years of job-related experience with increasing levels of responsibility and leadership is desired.
- ▶ Experience working in a school setting.

Education Required:

- ▶ Bachelor's Degree in job-related area.

Certificates, Licenses, Clearances Testing and/or Bonding Required:

- ▶ Valid California Teaching Credential.
- ▶ Valid CA Driver's License and proof of automobile insurance.
- ▶ Department of Justice and FBI Fingerprint Response.

FLSA: Exempt

February 2010

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.