

CPAC Job Description

Job Title: Project Specialist (part-Time)
Division: Prevention/Positive Youth Development
Reports To: Sr. Project Specialist
FLSA Status: Non-Exempt

Summary: Implements and coordinates activities for specific projects by acting as a point of contact for community service providers, agencies, consumers and consumer groups, advocacy groups, and other human services stakeholders by performing the following duties.

Duties and Responsibilities include the following. Other duties may be assigned.

1. Supports and advances the agency mission by advocating and actively promoting individual, family, and community empowerment and organizational capacity building.*
2. Ensures coordination and facilitation of the vision and mission of the covenant for children, youth, and families through planned and intentional collaboration with providers, agencies, consumer and consumer groups, advocacy groups, and other human services stake holders.*
3. Liaison between community residents, government agencies, and community service providers.*
4. Responsible to have an understanding of programmatic logic models for service providers to understand level of service goals and annual objectives.*
5. Responsible for coordinating meetings focused on community service providers and community resident's needs to achieve the outlined contract goals and objectives.*
6. Provides accurate and efficient meeting management and recordkeeping to include meeting minutes, timelines, meeting reminders, sign-in sheets, end of meeting evaluations, and record retention.*
7. Responsible for the preparation and compilation of information for the timely submission of county, state, and federal programmatic reports based on planner and senior planner project needs. *
8. Responsible for the coordination of monitoring and evaluation of contractual service providers which shall include scheduled and random weekly site visits*
9. Provides informative capacity building trainings and presentations to providers, agencies, consumer groups, advocacy groups, and other human service stakeholder groups based on contractual obligations and on an as needed basis. *
10. Responsible to coordinate and facilitate the timely request for proposal process based on CPAC grant guidelines and contractual deadlines.*

11. Responsible to attend and participate in internal team and staff meetings, federal, state, county, township, and regional meetings based on current contract and CPAC needs.*
12. Maintains work areas and departmental systems in a neat and orderly condition to ensure smooth operations.*
13. Represents CPAC to the community in a professional manner.*
14. Responds to all email, phone messages, and correspondence in a timely manner.*
15. Communicates in a clear and concise manner via verbal or written form with department employees and other groups to ensure comprehension.*
16. Supports CPAC with MAP preparation and monitoring.
17. Performs other related duties as assigned.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Language Ability:

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Math Ability:

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

Reasoning Ability:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Computer Skills:

To perform this job successfully, an individual should have knowledge of Microsoft Publisher, Microsoft PowerPoint, word processing software, spreadsheet software, internet software, project management software, and contact management systems.

Education/Experience:

Associate's degree (A. A. / A. S.) or equivalent from two-year college or technical school; and four to six years related experience and/or training; or equivalent combination of education and experience.

Certificates and Licenses:

Valid driver's license

Knowledge, Skills, and Other Abilities:

- Computer skills
- Oral and written communication skills
- Reading skills
- Keyboard skills
- Customer relations skills
- Customer service skills
- Professionalism
- Budgeting skills
- Organizational skills
- Planning skills
- Presentation skills
- Project management skills
- Conflict management solution skills
- STRONG Analytical Skills
- Ability to coordinate
- Ability to be sensitive to multicultural needs

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands and talk or hear. The employee is frequently required to walk, sit, and reach with hands and arms. The employee is occasionally required to stand, stoop, kneel, crouch or crawl, and smell. The employee must occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to outdoor weather conditions.

The noise level in the work environment is usually moderate.