

Open Position

Program:	Community Wellness - Mendocino County
Position:	Project Coordinator III
Rate of Pay:	\$ 24.00 to \$ 27.00 per hour (Depending on Qualifications)
Hours:	40 hours per week, 12 months/year
Benefits:	<p>401(k) Retirement Plan Paid Health Leave Paid Vacation and Holidays Medical, Dental, Vision and Life Insurance Employee Assistance Plan</p> <p><i>401(k) Retirement Plan all NCO employees eligible to participate upon hire. Medical, Dental, Vision, Life Insurance (within 60 days of hire) for regular status employees working 30 or more hours per week. Paid vacation and holidays for regular status employees.</i></p>
Application Closing Date:	Open until filled
To Apply:	<p>A completed NCO Employment Application form is required to apply. The application form is available at our website: https://www.ncoinc.org/about-us/jobs/ or by calling 707.467.3200, or at the NCO main office, 413 N. State Street in Ukiah.</p> <p>For positions requiring ECE or CDV units transcripts must be attached with your application to be considered.</p>
Submitting an Application:	<p>By Email: HumanResources@ncoinc.org By FAX: 707.467.3213 By mail or hand delivery to: NCO, Inc., Attn: Human Resources 413 N. State St., Ukiah, CA 95482 <i>Applications must be received by NCO by the closing date. Postmarks are not accepted.</i></p>
NCO is under no obligation to hire from this solicitation.	
North Coast Opportunities, Inc. is an Equal Opportunity Employer.	
For Head Start Child Development Program positions please see the NOTICE included with the Employment Application regarding Department of Justice clearance requirements.	

*See our Website for full job description details & to print application
WWW.NCOINC.ORG/ABOUT-US/JOBS/
 Equal Opportunity Employer*

We invest in people through community action.

POSITION DESCRIPTION

TITLE OF POSITION:	PROJECT COORDINATOR I, II, III
DEPARTMENT:	COMMUNITY WELLNESS / COMMUNITY ACTION
REPORTS TO:	COMMUNITY ACTION DEVELOPMENT DIRECTOR
SUPERVISORIAL RESPONSIBILITIES:	<input type="checkbox"/> YES <input type="checkbox"/> NO
FLSA/IWC STATUS:	NON-EXEMPT
WC CODE:	8868

I. POSITION OVERVIEW

Under general oversight and direction, the Project Coordinator is responsible for the implementation and coordination of the strategies and activities to meet the overall goals and/or funder requirements for related to assigned projects as outlined in each attached Scope of Work Addendum. This is a highly collaborative position that requires creativity, an ability to think strategically, and above average communication and organizational skills. This position may be called upon to act as a liaison to local, regional, state, or federal partners, as well as engage with clients and members of the community, requiring a high level of professionalism and emotional intelligence, and the ability to be an effective presenter. In some cases, the Project Coordinator may be primarily responsible for management of an overall project budget, including any required tracking and reporting.

II. SPECIFIC DUTIES AND RESPONSIBILITIES

1. Provides regular updates to the Project Manager or Director concerning the project status including management issues and activities. May assist in program-level policy development.
2. Provides as needed training and supervision of and support to any other project staff as assigned by the Manager or Director.
3. Convenes and facilitates meetings related to the development and ongoing operation of the project as required.
4. Works in a professional, collaborative manner with all partners and agencies connected to the project as a means of expediting efficient and successful outcomes.
5. Provides for the tracking and reporting of all information and data related to the project in a manner that meets the requirements of NCO and/or the project funder(s); coordinates with the NCO IT team to secure needed technological support following established access and request protocols.
6. As required, manages and administers some or all of the project budget following the policies and procedures of NCO and its accounting department practices.
7. Stays informed about and complies with all NCO personnel policies and procedures both as an employee and as relates to the role and duties of a supervisor as appropriate including completing staff evaluations.
8. Aligns work behaviors in conformance with NCO's Mission, Vision and Values.
9. Work habits:
 - Arrives to work on time and obtains approval from supervisor for planned absences or any changes in work schedule.
 - Maintains a high level of confidentiality in all aspects of work and in alignment with all Agency and department policies and procedures.
 - Follows the NCO Injury Illness and Prevention Plan, as well as all Agency and program safety protocols, procedures, and policies.
 - Stays focused on the job.
 - Takes pride in creating an efficient, collaborative work environment.
 - Treats co-workers and clients with respect.
 - Represents NCO and its program to the community in a positive light.
 - Dresses appropriately for the assigned job duties and responsibilities.
 - Adapts constructively to change.

10. Other duties as assigned or required.

III. JOB QUALIFICATIONS

1. Level I: Minimum of three years of successful experience in a similar position or related field. (No staff supervision assignments at this level.)

Level II: A minimum combination of education and experience equivalent to an Associate degree in a related field (such as Business or Public Administration, Health & Human Services, etc.) from an accredited school, plus a minimum of one year's experience in the same or similar position. (No staff supervision assignments at this level.)

Level III: A minimum combination of education and experience equivalent to a Bachelor's degree in a related field from an accredited school, plus a minimum of one year's experience in the same or similar position.

2. A minimum of two years of prior experience supervising staff is required for Level III when supervision responsibilities are expected.
3. Past experience with project-based work and/or administration of grant-funded programs is preferred (required for Level II and Level III.)
4. Must possess strong facilitation and communication skills and a proven ability to collaborate with diverse organizations, community groups and community members.
5. Demonstrated ability to organize time and manage multiple tasks with attention to detail to meet project outcomes and timeframes.
6. Ability and willingness to take direction and work with supervisor to ensure priorities are correctly aligned and accomplished.
7. Possess a general understand of accounting processes relating to budget management.
8. Must be able to:
 - a. Work independently with minimal supervision as well as be an effective member of a collaborative team.
 - b. Communicate effectively in English, both orally and in writing.
 - c. Analyze demographic and program statistical data to assist in effective planning and project management.
 - d. Plan, direct, delegate, evaluate and supervise the work of others in accordance with applicable laws and Agency policies.
 - e. Use good judgment, creativity; tactful, thorough and dependable.
9. Must have knowledge of:
 - a. Principles and techniques of research, analysis, and grant and report writing.
 - b. Computer competence sufficient to perform data entry and spreadsheet management as well as utilize various web-based applications and software; ability to use these systems to analyze data and compile reports as needed.
8. For work-related driving must have a valid California driver's license, a verifiable good driving record, and access to a vehicle with insurance that covers the employee as the driver OR reliable transportation with proof of automobile insurance.
9. Bilingual skills (English/Spanish) helpful but not required.

WORK ENVIRONMENT/PHYSICAL DEMANDS

1. While performing the duties of this job, the employee is regularly required to talk, hear, listen, communicate clearly, and as designated, supervise staff.
2. The employee frequently is required to sit; use hands to finger, handle or feel objects, use manual and automatic tools, or controls and reach with hands and arms.

3. The employee is frequently required to stand; bend; reach down and stretch overhead; walk; climb or balance; and stoop, kneel, crouch, or crawl.
4. The employee must regularly lift and/or move up to 25 pounds unassisted and occasionally move and lift heavier materials with assistance using ergonomic guidelines.
5. Specific vision abilities required by this job include close and distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
6. The ability to travel during the day and/or night, sometimes long distance – possession of a valid California Driver's License and access to an insured vehicle is required.
7. Interaction and contact with outside agencies, vendors, funders, volunteers, donors and contributors is a frequent aspect of this job.
8. The employee may occasionally use moving mechanical equipment, farming and gardening tools, wield sharp implements for gardening, as well as frequently use computers and computer printers, telephones and other similar electronic office equipment.

Note: This class specification should not be interpreted as all-inclusive. It is intended to identify the core essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA) or California FEHA. Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.