

## Open Position

<b>Program:</b>	Community Wellness-Gardens Project – Lake & Mendocino County
<b>Position:</b>	Project Coordinator II (Bilingual English/Spanish preferred)
<b>Rate of Pay:</b>	\$20.00 to \$23.00 per hour (Depending on Qualifications)
<b>Hours:</b>	20-40 hours per week, 12 months/year
<b>Benefits:</b>	<p><b>401(k) Retirement Plan</b>  <b>Paid Health Leave</b>  <b>Paid Vacation and Holidays*</b>  <b>Medical, Dental, Vision and Life Insurance*</b>  <b>Employee Assistance Plan*</b></p> <p><i>401(k) Retirement Plan all NCO employees eligible to participate (after 90 days of hire) and EAP plan (after 60 days of hire)</i>  <i>*Medical, Dental, Vision, Life Insurance (within 60 days of hire) for regular status employees working 30 or more hours per week.</i>  <i>*Paid vacation and holidays for all regular status employees.</i></p>
<b>Application Closing Date:</b>	<b>December 19, 2022</b>
<b>To Apply:</b>	<p><b>A completed NCO Employment Application form is required to apply.</b> The application form is available at our website: <a href="https://www.ncoinc.org/join-our-team/">https://www.ncoinc.org/join-our-team/</a> or by calling 707.467.3200, or at the NCO main office, 413 N. State Street in Ukiah.</p> <p><b>Education Transcripts for positions that require ECE or CDV units must be attached with your application to be considered.</b></p>
<b>Submitting an Application:</b>	<p>By Email: <a href="mailto:HumanResources@ncoinc.org">HumanResources@ncoinc.org</a>          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.</i>  <i>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.	
<b>All applicants for Head Start Child Development Program positions must review the NOTICE on page 6 of the NCO Employment Application that includes the background screening and health screening requirements</b>	

See our Website for full job description details & to print application  
[HTTPS://WWW.NCOINC.ORG/JOIN-OUR-TEAM/](https://www.ncoinc.org/join-our-team/)  
 Equal Opportunity Employer

*We invest in people through community action.*

## POSITION DESCRIPTION

<b>TITLE OF POSITION:</b>	<b>PROJECT COORDINATOR I, II, III</b>
<b>DEPARTMENT:</b>	<b>COMMUNITY WELLNESS</b>
<b>REPORTS TO:</b>	<b><u>PROJECT MANAGER</u></b>
<b>SUPERVISORIAL RESPONSIBILITIES:</b>	<input type="checkbox"/> NO
<b>FLSA/IWC STATUS:</b>	<b>NON-EXEMPT</b>
<b>WC CODE:</b>	<b>8742</b>

### 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.*

# PROJECT COORDINATOR SCOPE OF WORK ADDENDUM

<b>Employee Name</b>	
<b>Assignment Effective Date</b>	
<b>Project or Grant Title</b>	
<b>Primary Grant Manager</b>	<b>Sarah Marshall</b>
<b>Grant Start &amp; End Dates</b>	

## Areas of Responsibility

1. Fiscal & Administration
  - Maintain records of any purchases and submit payment in a timely manner
  - Communicate any necessary grant revisions or updates with supervisor
2. Nutrition Education and Training
  - Consult and update existing curriculum education materials to develop a food resiliency curriculum for a series of 6 weekly 2 hour workshops covering food resiliency topics such as: cooking for one, eating well on a budget, cooking with instapots, food as medicine, menu planning, etc.
  - Conduct hands-on training and demonstrations focused on food security and food self reliance, on topics such as how to grow vegetables, cooking on a budget, cooking for health conditions, etc.
  - Repeat the curriculum program at least once in Mendocino County and at least once in Lake County each year, reaching at least 240 participants over three years
3. Strategic Oversight & Planning
  - Create and implement outreach and communication strategies that are culturally relevant and language inclusive in order to engage project partners and community members
  - Communicate with project partners and clients to recruit participants for each training cohort.
  - Develop and share educational materials with project clients
  - Create partnerships with organizations offering case management, and connect clients to eligible resources
4. Project Outcomes & Reporting
  - Collect workshop surveys and analyze results for continual project improvement
  - Compile and analyze data, compile reports as needed for collaborative partners, funders, and the agency
  - Work with supervisor to complete and submit grant reporting requirements, ensure accurate reports are submitted in a timely manner
  - Present progress and results to key stakeholders such as city councils and county board of supervisors