



## Phoenix Indian Center, Inc.

4520 N. Central Avenue, Suite 250, Phoenix, AZ 85012

Phone (602) 264-6768 Fax 602-274-7486

[www.phxindcenter.org](http://www.phxindcenter.org)

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### **PLEASE POST**

### **JOB ANNOUNCEMENT**

**TITLE:** PROJECT COORDINATOR – COMMUNITY EDUCATION

**DEPARTMENT:** Social Services

**HOURS:** Monday to Friday - 8:00 AM to 5:00 PM

**SALARY:** \$30,000 to \$40,000 – (DOE)

**DUTIES:**

Provide assistance with implementing and coordinating program activities including:

**Statewide Activity Coordination:**

- Manage the overall relationship with and coordinate statewide project with partners in Phoenix, Flagstaff and Tucson.
- Coordinate evaluation activities for project, including updates for local needs assessment for community education needs regarding drug-related issues for the urban Native American population in Maricopa County.
- Provide oversight and coordination of needs assessment data on both statewide and local level.
- Makes recommendations for ongoing program improvement and prepares various reports.
- Monthly travel required to both Tucson and Flagstaff Indian Centers.
- Create a coordinated schedule of events related to topic and project.
- Market, coordinate and advertise events, including contracts with appropriate venue or consultants based on topic on both statewide and local levels.
- Oversees evaluation of all events and data input, analysis.
- Participation in all Statewide Coalition; participating in and coordination of Partner meetings.
- Maintain detail records.
- Coordinate activity with technical assistance, evaluation and other consultants along with all project staff.
- Development of appropriate infrastructure to further implement project goals.

**Local (Phoenix) Coalition Coordination:**

- Build and maintain relationships with agency personnel and community members for building/sustaining local, community level partnerships; gathers and analyzes data.
- Provides information to supervisors and other program staff on programs and progress.

- Communicates effectively with supervisors and other program partners to obtain needed information.
- Drafts a variety of correspondence, memoranda and activity summaries; responds verbally or in writing to inquiries, provides back-up support to other unit staff; assists with special projects.
- Coordinates with the existing prevention programming at agency for a well-coordinated program and coalition meeting attendance.

**REQUIREMENTS:**

Master's degree preferred or Bachelor's degree in field appropriate to area of assignment and two years administrative/coordinator program experience; or any equivalent combination of experience and/or education from which comparable knowledge, skills and abilities have been achieved. Demonstrated knowledge of MS Office (Word, Excel, Access and Outlook). Strong people skills, leadership showing enthusiasm, imagination, patience and appropriate task completion; excellent oral and written communication skills. Ability to coordinate projects with supervisory level staff; team player with strong work ethic; self starter with ability to multi-task. Knowledge and experience with education and prevention programs and services including working with youth and parents. Must possess valid DPS fingerprint card or able to obtain one upon offer of employment. Must have dependable transportation with a valid driver's license and automobile insurance coverage in compliance with Center requirements.

**DESIRED QUALIFICATIONS:** Knowledge and experience with education and prevention programs and services including working with youth and parents.

**CLOSING DATE:** Open Until Filled (Posting Date: August 12, 2008)

**APPLY AT:** Phoenix Indian Center Personnel  
4520 North Central Avenue, Suite 250  
Phoenix, Arizona 85012  
602-264-6768, ext 2103  
Fax 602-274-7486  
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**PREFERENCE:**

In accordance with the Indian Preference Regulations, preference is given to American Indians. To claim American Indian preference a copy of tribal affiliation must be submitted with application and resume.