



Project Coordinator

The Project Coordinator will work directly with the community to assist with the development and implementation of substance free activities in keeping with the Community Prevention plans and the priorities directed by the North Oakland Community Coalition specifically. The Project Coordinator reports directly to the Executive Director.

Responsibilities include:

- Assist Executive Director with coordination and management of the Action Plan
- Maintain and develop new partnerships with individuals and organizations in the community to foster community collaboration
- Actively pursue and participate in fundraising efforts to become a financially self-sustaining Coalition
- Exhibit proficiency in technical tasks: flyers, social media, simple graphics, website maintenance
- Assist in the development and implementation of an annual calendar of activities
- Recruit and coordinate volunteers as needed
- Identify and solicit community sectors to co-sponsor activities
- Office management including ordering supplies, coordinating printing, distribution and mass mailing of Coalition publications
- Write follow-up reports and thank you letters
- Assist and work collaboratively with Coalition Staff and Board in the planning and development of Coalition events and programs as needed
- Assist with completing Coalition and/or Oakland County and/or other grant requirements as needed
- Other duties/responsibilities as assigned by Executive Director

The successful candidate will be a self-starter, who is flexible, resourceful, dependable, well organized; able to work independently and as part of a small, tight-knit team.

This position is for 20-25 hours a week, 50 weeks a year. Hours per week may increase in the future. Some evening and weekend hours are required. Bachelor's degree preferred as well as familiarity with the Lake Orion and Oxford communities.

Interested and qualified individuals can send their resume and cover letter to:
Tonya Hamilton, Executive Director at thamilton@noccmi.org or
PO Box 361, Lake Orion, MI 48361. No phone calls, please.

Posted: 1/05/2017