



## Project Coordinator Job Description

The Project Coordinator will oversee the work of specific grant funded projects that relate directly to the development and implementation of strategies to reduce risk factors and increase protective factors related to substance use among youth in the Lake Orion/Oxford community. These strategies will support the vision and mission of the North Oakland Community Coalition. The Project Coordinator reports directly to the Executive Director.

### **Responsibilities include:**

- Assist Executive Director with coordination and management of the action plan
- Engage students in school and community prevention activities through collaboration with NOCC's Youth Action Board
- Develop and maintain new partnerships with individuals and organizations in the community to foster community collaboration
- 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 support 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, including reporting, as needed
- Other duties/responsibilities to support NOCC projects as assigned by Executive Director
- Special emphasis on Strategic Prevention Framework-Partnerships for Success project to support the community through healing and recovery utilizing trauma-informed and inclusive approach.
- Lead implementation of the Sober Truth on Underage Drinking (STOP) Act project.
- Requires frequent travel to community activities in Lake Orion and Oxford, MI

The Project Coordinator will work approximately 30 hours per week, \$22-\$25 per hour based on qualifications and certifications. Position requires a bachelor's degree and/or 3 or more years work experience in the substance prevention/mental health field. Please email cover letter and resume to [Thamilton@noccmi.org](mailto:Thamilton@noccmi.org).