

URBAN*PROMISE* MINISTRIES JOB DESCRIPTION

Position Title: Project Coordinator Department: DGNI

Reports To: Betsy McBride Salary Range: \$12.50/hour; 20 hours/week

Position Summary: Project Coordinator will be a goal-oriented individual able to meet deadline to ensure success of the Delaware Gardens Neighborhood Initiative.

Essential Job Functions (List the most important responsibilities of the position here):

1. Support the Project Director and Director of Youth and Family Services
 2. Coordinate aspects of the project to ensure its success, specifically related to data collection and tracking. (Food Co-Op, volunteer service, events, neighborhood conditions)
 3. Supervise Promise Team members; direct their activities, arrange for transport, track time
 4. Maintain social media outlets-website, FB, articles for local papers
 5. Maintain files, keep calendar, assist with meetings and events
 6. Create forms and flyers, edit materials and prepare reports as needed
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Essential Job Requirements: (List position qualifications here)

HS Diploma required, some college preferred

EDUCATION

EXPERIENCE .. Strong computer skills with some math background preferred

REQUIRED SKILLS Strong organizational skills, verbal and written communication skills, ability to organize files and maintain calendars, ability to track progress and meet deadlines

PREFERRED SKILLS .. Bilingual English/Spanish or English/Vietnamese

PHYSICAL REQUIREMENTS .. Ability to stand for 2 hours; ability to lift 30 pounds

LIMITATIONS AND DISCLAIMER

The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required for the position.

All job requirements are subject to possible modification to reasonably accommodate any individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

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This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform other job-related duties requested by their supervisor in compliance with Federal and State Laws.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently. Continued employment remains on an "at-will" basis.

Employee Print / Signature

Date

Manager Print/ Signature

Date

Human Resources Approval/Comments:

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Authorized Human Resources Signature

Date