

The OPTIMA Network

Project Coordinator Job Description

Under general supervision of the OPTIMA Project Director and the Family Resource Center Executive Director, the Project Coordinator will perform all management duties associated with the implementation of the OPTIMA Network grant.

Duties will include, but not be limited to:

- Coordination of all project activities, including Partners in Policymaking (PIP) Annual Reunion
- Preparation of all reports to the grantor and others as determined
- Provide Technical Assistance to the organization of Regional Networks and their planned activities to include conducting regional visits
- Assist in establishing and maintaining PIP Graduate Database and facilitating communication among Regional Networks
- Assist in establishing and maintaining OPTIMA Network website
- Monitor Regional Network activities, reporting, and expenditures of stipends
- Establish liaisons with OPTIMA Regional Partners
- Conduct In-service with annual PIP class
- Assist in the recruitment of participants in Partners In Policymaking classes
- Maintain communication with all grant participants.
- Assist in the evaluation of the OPTIMA Network project
- Other activities as determined by OPTIMA Steering Committee as crucial to project implementation

Excellent written and verbal communication skills and computer proficiency are required. Some travel within the state will be necessary, including possible overnight stays.

High school diploma and four years relevant experience in business or grants management, public relations, education or disability services; or bachelor's degree and two years experience in business or grants management, public relations, education or disability services.

Position is as a temporary grant position, part-time, 20 hours per week. Salary is \$ 12,500 per year with no benefits provided. Hours may be flexible with permission. Reimbursement for travel is provided.