



JOB ANNOUNCEMENT

JOB TITLE: Project Coordinator – PIC/ASU Project

DATE WRITTEN: February 2023

FUNCTIONAL AREA: Prevention

DATE APPROVED: February 2023

REPORTS TO: Program Manager

PREPARED BY: Director of Programs

GRADE: Full time – Non Exempt

SALARY: \$45,000 - \$50,000

POSITION SUMMARY:

This position is part of a multi-center (city) research project, a collaboration between the Phoenix Indian Center and the ASU-Global Center for Applied Health Research (GCAHR). The Project Coordinator will manage all daily operations of the project activities under the supervision of the Prevention Program Manager. Responsibilities include organizing and coordinating all informational and training sessions to assure full implementation of the project including, developing a work plan and ensuring that all tasks are completed, monitoring required documentation and ensuring that all deliverables are transmitted to ASU/GCAHR.

Implements direct parent and youth engagement by facilitating/teaching the evidence-based Healthy Families in 2 Worlds curriculum to a minimum of 6 cohorts throughout the 5-year project. Oversees and directs the work of the project's Recruiters of participants as well as any Childcare providers that are utilized as needed. He/she engages in activities designed to maintain an optimum level of agency cultural competency.

MAJOR FUNCTIONS:

- Facilitate, teach and retain participants through the Healthy Families in 2 Worlds (HF2W) classes.
- Assurance of the HF2W curriculum delivery with reliability, integrity, and compassion
- Administer confidential data collection, data assessment, and data storage process
- Works closely with Prevention Team Manager on scheduling and coordinating classes including make-up classes as needed.
- Timely record keeping and completion of required project reports as required
- Creation, coordination and implementation of appropriate events and presentations
- Collaboration with partnering organizations, coalition and community members to increase program effectiveness, awareness and participation.
- Works closely with affiliate programs (such as the Urban Indian Coalition of Arizona /UICAZ)
- Implement PIC program, financial and organizational procedures appropriately.
- Work closely with Program Manager to maximize operational efficiencies to meet performance goals
- Maintain and comply with agency confidentially requirements
- Participate in scheduled external and internal meetings and trainings as needed and/or required.
- Participate in all Center Youth projects, Center events and fundraisers, and additional workshops, events or special projects as needed
- Other duties as assigned

MINIMUM QUALIFICATIONS:

- Bachelor's Degree plus two years' relevant experience or any equivalent combination of education and experience
- 2 years of facilitation or classroom experience required
- Ability to develop professional relationships with key community representatives
- Must be a self-starter and work with minimal supervision to complete the job and meet grant deliverable requirements
- Must be able to schedule, identify priorities and meet deadlines
- Ability to motivate and engage the professional, education, social service, and humanities service provider community and youth and community members at large
- Ability to strategize, problem solve and coordinate plan execution
- Ability to multitask numerous coalition responsibilities
- Ability to communicate ideas, findings, recommendations, and outcomes to peers and management
- Knowledge of MS Office software
- Knowledge of American Indian youth and family strengths and stressors within urban communities
- Knowledge of risk and protective factors
- Understanding of American Indian Culture(s)

PREFERENCE:

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

Note - All staff requirement:

- Must have or able to obtain a State of Arizona Department of Public Safety Fingerprint Clearance Card within 90 days
- Dependable transportation, valid driver's license, and automobile insurance coverage in compliance with Center requirements

SUBMIT CURRENT APPLICATION PACKET TO INCLUDE:

- A complete Application Packet includes (1) cover letter, (2) resume (3) supplemental information form
- Via Email: info@phxindcenter.org
- Mail Service: PHOENIX INDIAN CENTER, INC. - Personnel | 4520 North Central Avenue, Suite 250 | Phoenix, Arizona 85012
- PH: 602-264-6768 | FAX: 602-237-6953
- www.phxindcenter.org Click on Contact Us
- NOTE: Supplemental Information Form can be found at www.phxindcenter.org/employment/