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## **JOB ANNOUNCEMENT**

**JOB TITLE:** PIC/ASU Project Coordinator

**DATE WRITTEN:** October 2024

**FUNCTIONAL AREA:** Prevention

**DATE APPROVED:** October 2024

**REPORTS TO:** Program Manager

**PREPARED BY:** Program Manager

**GRADE:** Full time – Non-Exempt

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

### **POSITION SUMMARY:**

The PIC/ASU Project Coordinator position is responsible for program coordination for a 5-year research study with urban American Indian adolescents in Maricopa County. The research study is a collaboration between the Phoenix Indian Center and ASU Southwest Interdisciplinary Research Center (SIRC). The Project Coordinator will manage all daily operations of the project activities under the supervision of the Prevention Program Manager.

Project Coordinator is responsible for coordinating and recruiting participants to participate in focus groups across Arizona, recruiting and retaining American Indian youth to serve on the Youth Advisory Board, and planning and coordinating Living in 2 Worlds programming. Other responsibilities include developing a work plan to ensure all tasks are completed as outlined in the study, participant recruitment and outreach, and monitoring required documentation to ensure that all deliverables are transmitted to ASU SIRC.

Project Coordinator must be able to adapt to a continually evolving environment and thrive in a deadline-oriented workplace with the strong ability to plan effectively for program implementation. Project Coordinator must be able to anticipate project needs, discern work priorities, work independently with little to no supervision, be a continual enthusiastic professional, and be able to build relationships with internal and external partners.

### **MAJOR FUNCTIONS:**

- Administer confidential data collection, data assessment, and data storage process
- Must be able to work independently and within a team to meet grant deliverable requirements
- Must be a self-starter and work with minimal supervision to complete project activities
- Work closely with Program Manager to maximize operational efficiencies to meet performance goals
- 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 including the Urban Indian Coalition of Arizona (UICAZ)
- Implement PIC program, financial and organizational procedures appropriately.

- 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 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, Dropbox, and Google Drive
- 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)
- Work is performed in an office environment and requires the ability to operate standard office equipment and keyboards. Must have the ability to lift and/or carry small parcels, packages and other items with a minimum weight of 25lbs, to walk short distances, and drive a vehicle when necessary.

### **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](mailto:info@phxindcenter.org)
- Mail Service: PHOENIX INDIAN CENTER, INC. - Personnel | 4041 North Central Avenue, Building B | Phoenix, Arizona 85012
- PH: 602-264-6768 | FAX: 602-237-6953
- [www.phxindcenter.org](http://www.phxindcenter.org) Click on Contact Us
- NOTE: Supplemental Information Form can be found at [www.phxindcenter.org/employment/](http://www.phxindcenter.org/employment/)