



## **Project Coordinator**

### **Duties:**

Coordinates all aspects of a community-based project in the metro-Denver region, including the development and implementation of the project, daily planning, and administrative work. General supervision is provided by the Aging Initiatives Manager.

Coordinates and oversees the daily operations and activities of the project, including program compliance with funding agencies' requirements. Administers the program in keeping with the established program model, coordinates community and partner activities, assures program fidelity, documents project activities, and submits reports and other materials in compliance with the funding contract(s). Recruits and leads a team of activity leaders/facilitators. Coordinates activity schedules and site facilities, or assists program partners as needed in these activities. Participates in coordination meetings with program partners as needed and with funding agencies as requested. Coordinates and participates as needed to assist program partners in the scheduling and implementation of community activities. Convenes, and participates as needed in, meetings internally and externally and initiates communications to facilitate implementation and growth of the program. Assists partners/partner agencies that receive funding from the grant(s) in project planning, developing progress reports as needed, and assuring compliance with the purpose of funds received. Monitors program implementation for all aspects of the project and obtains necessary information from partners for progress reports and other documentation. Collaborates with administrative staff and grant initiators in budget planning and management as directed. Maintains database records, minutes, and other essential program records. Submits required reports. Seeks to identify partners from the community to be engaged in expansion of the project. Participates in various committees and boards related to program activities and responsibilities. Performs other duties as assigned and required. Participates in all exercises and drills on emergency preparedness as required.

### **Education:**

Requires a Master's Degree from an accredited college or university with major coursework in public health, human services, education, or a related field. Requires a minimum of three years experience working with community-based projects and community partnerships. Bachelor's Degree plus equivalent experience considered in lieu of Masters Degree. Experience with older adults services a plus. Must possess a valid driver's license. Bilingual (English/Spanish) skills a plus.



**Knowledge, Skills, and Abilities:**

Principles and practices of developing community partnerships. Principles of program planning and best practice program implementation, and an understanding of evaluation. Project management of technical grant-funded projects. Federal, state, and local health department and local non-profit agencies involved in public health issues, specifically around senior wellness. Knowledge of programs and policies that foster effective fall prevention for adults ages 65 and older of all races and ethnic groups. Governing principles, policies and procedures of the program's funding agencies and the established program model as it relates to the objectives, goals and mission of the program. Basic computer, Internet and spreadsheet functions and resources. Establish and maintain effective working relationships with other Tri-County Health Department employees, funding agency staff, representatives of other agencies and organizations, and members of the community. Engage non-profit organizations and public and private organizations in partnership. Communicate effectively, both verbally and in writing, to make informational, educational, and persuasive presentations internally and externally. Work effectively with individuals and groups in diverse multi-cultural and socio-economic environments. Facilitate and lead community and committee meetings. Write successful grants.

**Salary:** DOQ

**Office Location:** Belleview

**Close Date:** Open until filled.

**Employment Type:** Full-Time

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