



Prevention Works!

A Community Coalition of Clallam County
PO Box 1913, Port Angeles, WA 98362

info@preventionworksc.org

www.facebook.com/preventionworksc

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Mission: Prevention Works! is a coalition that promotes positive childhoods in Clallam County.

Vision: All children of Clallam County will thrive.

PROGRAM COORDINATOR FOR PREVENTION WORKS!

Prevention Works!, a volunteer coalition that promotes positive childhoods throughout Clallam County, is seeking a Program Coordinator. The position is for a part-time, one year contract with option to renew annually. Please see full details below.

Responsibilities may include:

- Administrative support to the Prevention Works! Board
- Maintain and assist with website updates
- Search, write and oversee grants, monitor deliverables, oversee evaluation components, report to funders, and monitor budgets and expenses for grants.
- Attend meetings of task force committees as needed
- Guide public relations for Prevention Works! and give public presentations
- Deliver social media messages on Facebook
- Produce requests for proposals and generate contracts
- Develop and oversee contracts and review bills for payment
- Coordinate trainings sponsored by Prevention Works!
- Produce weekly update for our email list, including links to relevant articles, community events, job openings and potential grant opportunities
- Develop relationships with our community partners throughout the County
- Develop and maintain effective record keeping of board members' volunteer hours

Desired Qualifications:

- Experience working with non-profit volunteer boards
- Excellent communication skills, writing and verbal and listening

- Experience in grant writing, monitoring, working with grant funders, grant reporting and grant writing.
- Ability to present Prevention Works! in a professional manner to community organizations, potential funders and the community at large.
- Excellent computer skills, including experience with websites and social media
- Experience with financial systems and reporting
- Experience with evaluation and outcomes
- Ability to work with diverse populations
- Experience with a variety of forms of fundraising
- Knowledge of Clallam County preferred
- Reliable Transportation, valid license and insurance required.

This is a one-year, renewable contractor position. The Program Coordinator provides his or her own computer, smart phone, working area and vehicle. Expected number of hours of work per week is 12 -15.

Rate of pay: \$18-24/hr. based on experience level.

Education background: Bachelor's degree or appropriate work experience

Send resume with cover letter to: Prevention Works! PO Box 1913, Port Angeles, WA, 98362

Applications must be postmarked by January 11, 2019. Position will remain open until filled.