

# EOC

**Economic Opportunity Council of Suffolk, Inc.**

POSITION TITLE: Project Coordinator

PROGRAM Youth and Adolescent Services –  
Empire State After School Program

REPORTS TO: Director of Youth and Adolescent Services

## **MAJOR RESPONSIBILITIES**

- ◆ Develop and implement Empire State Program components as per work plan and program objectives, including recruiting and supervising the staff, monitoring the budget and implementing the program evaluation.

## **DETAILED RESPONSIBILITIES**

1. Coordinate activities of the consortium agencies for the purpose of ensuring the continuity of the entire program.
2. Identify and nurture contracted tutors, consultants, agencies and community based volunteer resources for the program.
3. To be responsible for any grant related activities, including data collection, progress reports, annual reports, grant renewal applications and meetings as required.
4. Provide training and technical assistance for the designated School District in relevant areas, as required.
5. Provide community outreach and education network with businesses, community organizations, and schools for the purpose of enhancing the services and funding potential available to the agency.
6. Develop media and public relations activities which promote the program's mission and services with direction of EOC management.
7. Provide advocacy, individual needs assessment, and information/referral services for at-risk adolescents and their families in communities served by the designated School District.

8. Maintain documentation, training and program logistics according to the SACC registration requirements.
9. Duties and responsibilities may be added, deleted, or changed at any time at the discretion of management and administration formally or informally, either verbally or in writing.

**QUALIFICATIONS:**

1. Ability to train, supervise and motivate staff.
2. Cultural sensitivity and the ability to relate/work with diverse groups, community agencies, school and the general public.
3. Experience in public speaking.
4. Strong organizational skills with a focus on detail.
5. Ability to follow directions, and communicate well (orally and in writing).
6. Understanding of the mission statement purpose and projects of the agency.

❖ **REQUIRED Valid New York State Driver's License and own insured Vehicle**

**EDUCATION/TRAINING/EXPERIENCE**

- ◆ Master's Degree in Education, Early Childhood Education or Child Development, and two years related experience, or Bachelor's Degree with a minimum of four years' experience, or 4-5 years' experience working with youth and adolescence and a background in early childhood education. SAC Credential also accepted.

**CATEGORY:**

- ◆ NON-EXEMPT