

SPECIAL PROJECTS COORDINATOR

Position Description

JOB TITLE: Special Projects Coordinator - Full-Time Vocational, Industrial, and College (VIC) Preparatory Academy Coordinator/Coach; Juvenile Crime Prevention Council (JCPC), Duplin County Courts Referral Program, NC Public Safety Programs.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following: This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed while in other cases related duties may also be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Coordinate Vocational, Industrial, and College (VIC) Preparatory Academy.
- Direct Juvenile Crime Prevention Council (JCPC).
- Manage the Duplin County Courts Referral Program.
- Support the NC Public Safety Programs.
- Experience coordinating student activities, coaching and/or mentoring students.
- Demonstrated ability to create innovative student programs.
- Program marketing and recruitment experience/ strong public relations skills.
- Facilitating follow-up sessions and integrating feedback.
- Performing progress assessments and utilizing motivation techniques.
- Encouraging students by recognizing milestones and mitigating challenges that hinder progress.
- Consulting and collaborating with other stakeholders on students' progress, where relevant.
- Regularly reporting on progress made and results obtained with students
- Pursuing program funding for program stability and enhancement.
- Ability to develop new program startup.
- Other duties as assigned.

MINIMUM QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skills and abilities required to satisfactorily perform the essential duties and responsibilities. **Additionally, the successful candidate should have experience working with adults and school-aged children (elementary, middle, and/or high school), coordinating extra-curricular activities such as sports, after school programs, school club coordinators, STEM Coordinator, etc.**

Knowledge, Skills and Abilities:

- Awareness of current employment trends and career exploration tools for youth
- Communicate effectively verbally and in writing.
- Ability to follow directions and work independently.
- Proficiently operate a computer and related software.

- Use active listening skills.
- Be proactive, anticipate problems, and try to solve them independently.
- Be organized, with a flexible attitude.
- Be a team player.
- Demonstrate integrity (honesty, trustworthiness, high moral values).
- Ability to maintain confidentiality at all times.
- Ability to maintain a professional demeanor in a fast-paced environment.
- Skill in organizing, planning, and coordinating meetings and travel arrangements.
- Proven knowledge and skill in the use of advanced features of Microsoft Word, and Excel.
- Ability to show initiative and self-direction as well as communicate professionally across a variety of constituent groups.
- Proven ability to concurrently address issues of various levels of complexity.

EDUCATION and/or EXPERIENCE: Any combination of education and experience that demonstrates possession of the requisite knowledge, skill and abilities.

REQUIREMENTS:

Education/Skills

Required. Associate Degree in Education or Criminal Justice or a closely related field. Have strong communication and organizational skills.

Preferred. Bachelor degree in Education, Sociology, Psychology, Recreational/Sports Management, Social Work or other closely related field.

Experience

Required. Considerable experience in a related environment.

Preferred. Extensive experience working with youth and various external constituencies or extensive experience in a related environment.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position description covers the most essential functions and duties associated with this position. Other duties may be assigned by the President or appropriate supervisor personnel. The Leadership Development Center reserves the right to alter duties, responsibilities, conditions, working hours, and job title as necessary.