



FAIRBANKS NATIVE ASSOCIATION, INC.

Job Description

Job Title: Project Coordinator
PCN: S401
Level: Support Level 4, Para-Professional
Status: Non-Exempt
Position Reports to: See supplemental

“This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice. FNA is an at-will employer.”

Job Summary: This position description will be supported with a supplemental job description.

Essential Functions:

Oversees day-to-day operations of assigned component.

Prepares and submits monthly, quarterly and annual reports in a timely and accurate manner as required.

Maintains client confidentiality.

Attends staff meetings, training meetings and in-service meetings.

Maintains CPR/First Aid and Mandt training on a yearly basis.

The incumbent of this position must work well under pressure, meeting multiple and conflicting deadlines. The incumbent shall at all times demonstrate cooperative behavior with colleagues, supervisors and clients.

Performs other job-related duties as assigned.

Specifications:

Qualifications:

High school diploma or GED. Associate’s Degree or college level courses preferred.

First Aid and CPR certification required within thirty (30) days of hire.

Strong understanding and sensitivity to diverse cultures and lifestyles, with demonstrated experience working effectively with Alaska Native populations.

Continued employment status (post job offer) will be contingent upon employee providing certification of tuberculosis screening and medical certification that employee does not, because

of infectious or communicable disease, pose a direct threat or significant risk to the health and safety of program participants or others in the workplace.

Continued employment status will be contingent upon satisfactory completion of a criminal background investigation and the pre-employment drug testing process.

Physical Demands:

This position would be classified as sedentary work for the essential overall strength requirement to successfully perform the work.

Working Conditions:

Works in an environment where protection of client confidentiality is essential.

Contacts:

Frequent contact with clients who can be abusive and combative verbally and sometimes physically.

Job Title: Project Coordinator
Program Specific: BHS / Fairbanks Prevention Coalition
Position Reports to: BHS Director

Provide Support to the general membership, Executive Committee and other sub-committees.

Maintain rosters; produce agendas and sign-in sheets for meetings with the assistance of the Coalition Chairperson.

Compile data for reports that are completed and submitted on time.

Receive minutes from meetings and distribute them accordingly, maintain records of Coalition activities and submit required documentation to funding agencies.

Serve as a liaison between FNA BHS and the FAD Free Coalition.

Facilitate communication among Coalition members; coordinate the execution of the 12 month action plan.

The incumbent will also be a non-voting member of the Coalition and Executive Committee.

Qualifications

Must have experience working with budgets and strong organizational skills.