



Hoosier Uplands Economic Development Corporation

TPC Program Coordinator Lawrence County

Hoosier Uplands Economic Development Corporation seeks a Program Coordinator. This position is an opportunity to coordinate a community enrichment program which is a part of the Health, Education and Aging Division of Hoosier Uplands.

Position Title: Tobacco Prevention Coordinator
Department: Health, Education and Aging
FTE/Classification: 40 hours/week, Non- Exempt
Reports to: Health, Education & Aging Director
Location: Lawrence County, Indiana

A. Duties and Responsibilities

1. Primary responsibilities include: development of partnerships and collaborations; coordination of project meetings; assisting with the development of projects as outlined in approved funding proposals; providing assistance to project partners as necessary; promoting projects to the community through outreach and networking initiatives; collaborating with other organizations as projects are implemented to avoid duplication and maximize effectiveness; coordinating required reporting and evaluation activities relating to the projects; coordinating the preparation of funding proposals for continuation and expansion of projects as appropriate; and serving as a professional representative of Hoosier Uplands at project meetings as necessary, while keeping your supervisor updated on a continuous basis as new development arise.
2. Work with other Health, Education and Aging staff towards increased collaborations and partnerships on an ongoing basis as funding opportunities are pursued.
3. Perform additional responsibilities as assigned.

Qualifications

- Excellent Written and Oral Communication Skills
- Demonstrated Ability to Communicate with all Populations and Work Independently
- Ability to Develop Projects and Mobilize Resources
- Demonstrated Organization, Networking, and Planning Skills
- Knowledge of Geographic Area of Southern Indiana
- Valid Indiana Drivers License and Proof of Vehicle Financial Liability Insurance/Reliable Transportation
- Minimum of a Completed Bachelor's Degree preferred.

Licenses/Certifications required:

1. Current Driver's License, proof of current vehicle insurance coverage

Working Conditions

2. Temperature controlled office setting
3. Occasional evening and weekend hours may be required

Physical Effort

4. This position requires computer use each day
5. Occasional lifting of 10-20 pounds

Hoosier Uplands Economic Development Corporation is an Equal Opportunity Employer.

JOIN OUR TEAM!

Resumes may be sent via mail to: Hoosier Uplands
Attn: Deborah Coleman
500 W. Main Street
Mitchell, IN 47446

Resumes for this position only may be e-mailed to medwards@hoosieruplands.org.