

# **SANTA CRUZ COUNTY OFFICE OF EDUCATION**

## **PROJECT COORDINATOR**

### **DEFINITION**

Under direction, the Project Coordinator is responsible for researching and developing grant funding sources; maintaining grant timelines; writing and submitting grant proposals; conducting grant evaluations; establishing partnerships with community based organizations; recruiting interns, work experience students, and volunteers; and assisting with public affairs activities.

### **SUPERVISION EXERCISED**

May exercise technical and functional supervision over lower level staff.

### **EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

Research potential supplemental funding sources (public and private) for County Office of Education programs.

Conduct outreach with community-based organizations to establish partnerships with the County Office of Education.

Develop, write, edit, and submit grant applications.

Coordinate all the activities, goals, and objectives for existing and future grants.

Convene and facilitate meetings as they relate to the deliverance in grants.

Represent the assigned department at various meetings related to County Office of Education programs.

Assist in the preparation and management of budget and record keeping activities.

Assist in the collection of data for program and grant education purposes.

Communicate effectively, both orally and in writing, as this function is related to various grant presentations.

Coordinate training, develop brochures, and disseminate publicity through all forms of the media.

Monitor grant implementation activities and submission of state and federal reports.

Conduct local needs assessments to determine which areas need to be addressed by sponsors.

Provide outreach to local school districts that interface with the Santa Cruz County Office of Education.

Develop structured community service programs.

Perform related duties and responsibilities as assigned.

---

## **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

### **Skill and Ability to:**

Plan and organize work to meet schedules and timelines.

Work under limited supervision within a broad framework of standard policies and procedures.

Use initiative and exercise independent judgment in the application and follow through of County Office administrative decisions and policy making.

Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.

## **EDUCATION AND EXPERIENCE**

*Any combination of equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:*

### **Education:**

Equivalent to a Bachelor's degree from an accredited college or university with major course work in business or a related field.

### **Experience:**

Four years of responsible administrative experience in a broad range of varied and responsible experiences involving project coordination and grant writing experience.

### **License or Certificate:**

Possession of, or ability to obtain, an appropriate valid driver's license.

## **SPECIAL REQUIREMENTS**

*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 essential functions. Essential duties require the following physical skills and work environment:*

Ability to work in a standard office environment with some ability to travel to different sites and locations.

**Approval Date:** July, 1998.