

Parent/Professional Advocacy League (PPAL) is a statewide, grassroots, not for profit organization based in Boston and Worcester that advocates for improved access to mental health services for children, youth and their families. We work in close partnership with other community and state agencies with the goals of supporting families, nurturing parent leaders and improving systems.

Job title	<i>Project Coordinator: Juvenile Justice</i>
Reports to	<i>Director Community Outreach and Partnership</i>

Position Description

The Project Coordinator is a member of PPAL's project management team and is primarily accountable for supporting the contracted family support specialists who are based in the assigned regions attached to JDAI as well as training, creating materials for justice involved families and targeted family support.. This will also include data collection and analysis, timeline management and tracking project deliverables.

Duties and responsibilities

- Provide support to families who access PPAL resources and referrals
- Provide training (or co-training) on PPAL-developed topics and curriculum to family partners, agencies and/or members of the community
- Develop and revise materials for justice involved families.
- Establishes project timeline and designs schedule based on DYS Project.
- Coordinate activities among PPAL staff to ensure delivery of all project milestones, including establishing required meetings and conducting appropriate follow up
- Collect and manage data, in collaboration with Data Specialist, as required under project requirements
- Support development a social media strategy
- Oversee the development and interpretation of surveys
- Represent the agency in external committees, meetings as defined by Sr.Mgmt team.
- Other activities as determined by the Director of Community Outreach and Partnership

Skills and competencies

- 1-3 years experience in human services, juvenile justice preferred.
- Ability to establish and maintain cooperative working relationships with a variety of individuals, especially families
- Excellent follow through and ability to consistently document activities and demonstrated experience building partnerships and building teams
- Demonstrated project management skills
- Ability to analyze data in support of data driven decision making
- Ability to develop consensus
- Excellent writing and communication skills
- Effective time management skills
- Fluency in Microsoft Office suite

Qualifications

- 3-5 years experience in professional services organization
- Previous experience in grant review or grant writing
- Previous exposure to budget design and oversight helpful
- Bachelor's degree or direct support to families for 3-5 years
- Preference given to those who are raising or who have raised a child with behavioral health needs

Working environment

- Dynamic office environment and statewide travel required