



## Partnership for Success Grant Coordinator Job Description

**Job Title:** Partnership for Success (PFS) Grant Coordinator (Cumberland County)  
**Organization:** Insight Human Services  
**Office Location:** 351 Wagoner Dr., Suite 412, Fayetteville, NC  
**Work Schedule:** Monday-Friday, 8:00 a.m. – 5:00 p.m., Occasional Evenings and Saturdays  
**Supervisor:** Reports to Program Manager, Director, and/or Vice President of Prevention Services

**Send Resume to:** Kendle Holeman – Program Manager, Insight Human Services  
[kholeman@insightnc.org](mailto:kholeman@insightnc.org)

**Qualifications:** Associate or Bachelor's degree in Education, Psychology, Social Work, or related field, and/or Equivalent Experience in Community-Based Service. Must be proficient in Microsoft Office, specifically Word, Outlook, and Excel.

**Preferred Qualifications:** Certified Prevention Specialist or commitment to obtain certification in assigned time frame

**Other Requirements:** Valid North Carolina Driver's License

**Brief Grant Overview:** To Reduce Underage Alcohol Consumption and Vaping Use among youth and young adults, age 9-20, from underserved populations through implementing evidence-based substance misuse prevention programs and services in collaboration with youth serving organizations, coalitions, and other community-based groups, to promote population level change.

### DUTIES AND RESPONSIBILITIES:

#### **Key Job Element 1: Provides Substance Misuse Prevention Programs and Services to Target Populations within the Community.**

- Develops and demonstrates an understanding of local conditions around underage drinking and youth electronic vapor product use.
- Implements environmental strategies through community mobilization.
- Collaborates on programs addressing disparities in sub-populations that impact youth alcohol and vaping use.
- Works with youth through evidence-based empowerment models.
- Actively participates in meetings, activities, community coalitions, task forces, etc., related to focus areas/target populations, and takes leadership roles when assigned.
- Completes all other duties and responsibilities as assigned under the PFS Grant and/or Agency.

#### **Key Job Element 2: Provides High Quality Programs and Services.**

- Utilizes a comprehensive, evidence-based prevention approach with selecting, implementing, and evaluating programs.
- Demonstrates the desire and skill/willingness to work with and increase knowledge of culturally diverse populations.
- Gains an in-depth understanding of the Agency, community, and the grant's purpose, requirements, and focus areas.

- Demonstrates the ability to adapt and complete work effectively and efficiently in both community and virtual settings.

**Key Job Element 3: Maintains Prevention Program and Service Coordination.**

- Coordinates/Communicates with community partners regularly to ensure effective program implementation.
- Effectively communicates concerns with appropriate personnel to ensure the needs of the grant are being met.
- Maintains existing, and builds new partnerships with community organizations/coalitions/schools/etc.
- Responds to community organization/coalition/partner needs in a timely and effective manner.
- Presents accurate and relevant information, aligning with grant objectives, to the community.
- Participates in all required technical assistance calls, trainings, and other learning opportunities.

**Key Job Element 4: Maintains All Research and Reporting.**

- Demonstrates familiarity with, and/or a willingness to learn/improve data research, analyzation, interpretation, and presentation skills.
- Assesses health disparities and other related factors leading to youth alcohol and vaping use.
- Completes and submits, high quality grant-related and/or organizational reports/documentation, accurately, efficiently, and on time.

**Key Job Element 5: Maintains Programmatic and Organizational Activities.**

- Maintains ongoing activities related to effective program management and takes initiative in resolving operational problems and challenges.
- Demonstrates organizational skills and work habits that produce timely and complete routine tasks, while managing priority requirements and expectations.
- Assumes responsibility for projects, assignments, and/or joins work groups designed to improve and/or meet goals.
- Takes leadership roles in promoting program goals and objectives.
- Conducts work in keeping with policies and procedures of the Agency and grant.
- Regularly updates Program Manager on work status.

**Key Job Element 6: Participates and Contributes to Organizational and Programmatic Development and Evaluation.**

- Participates in ongoing reviews and assessments of programs/activities.
- Proposes, implements, and evaluates solutions to identified problems/challenges.
- Evaluates programs and activities for effectiveness, feasibility, accuracy, cultural relevance, and fidelity.
- Strives to improve the quality and efficiency of programs and services.

**Key Job Element 7: Pursues own Professional Development.**

- Demonstrates ongoing achievement toward stated annual goals of professional/work plan.
- Maintains/expands professional skills by attending external educational/training opportunities.
- Attends and participates in staff development programs/trainings/activities.
- Assesses own strengths and challenges with Program Manager.
- Maintains accurate documentation of all work required for obtaining prevention credentials.

**Key Job Element 8: Maintains Professional Standards of Conduct.**

- Maintains adherence to agency, professional, and ethical codes of conduct.
- Utilizes administrative feedback constructively.

- Quickly adapts to sudden changes to programs, documentation, community/agency needs, and general work assignments.
- Works well with others, and promotes team building and cooperation between staff, community members, organizations, and coalitions, to meet identified grant, community, and/or agency needs.
- Demonstrates the ability to work with a team and independently with minimal direct supervision.
- Manages time responsibly and efficiently, as well as prioritizes active projects/responsibilities.
- Promotes a positive and professional image of self and the Agency.
- Demonstrates behavior in accordance with a high level of professional standards.
- Actively listens, allowing for a more effective exchange of information and understanding.
- Demonstrates the ability to speak and write clearly, concisely, and in a professional manner.
- Manages scheduling and leave time appropriately.
- Arrives at assigned locations (e.g., office, meetings, events, schools, etc.), prepared and on time.
- Demonstrates genuine interest in the Agency, position, community, populations served, and successful grant outcomes.

**Physical Effort/Work Environment/Travel.**

- Light work: exerting up to 20 lbs. of force rarely, and/or up to 10 lbs. of force occasionally, and/or a negligible amount of force to constantly move objects.
- Mostly Office setting, but also community locations and outside settings.
- Some travel is required, with per-mile reimbursement. The employee uses their personal vehicle for travel, mostly within Cumberland County, but occasionally to Winston-Salem, and other areas within North Carolina.

**Supervision and Training.**

- New employee orientation and job specific orientation.
- Training is ongoing and through various sources and formats.
- Supervision is ongoing, provided by Program Manager, Director, and/or Vice President, to include work reviews.

**\*\*For More Information:**     Go to NC Works - **Job ID: 11575235**