



Phoenix Indian Center, Inc.

4520 N. Central Avenue, Suite 250 - Phoenix, AZ 85012

Phone (602) 264-6768 Fax 602-274-7486

www.phxindcenter.org

JOB ANNOUNCEMENT

TITLE: **Project Specialist**

DEPARTMENT: Prevention

HOURS: 8:00 AM to 5:00 PM Monday to Friday (Must maintain a flexible schedule as Evening and Weekend Hours are required)

SALARY: DOE

JOB SUMMARY:

The Project Specialist specializes in raising awareness toward the prevention of substance abuse including high-risk drinking, marijuana, prescription drugs and suicide as advised by a community coalition. The Specialist conducts outreach for new coalition members and provides administrative support for the coalition. Specialist also provides recruitment and retention of youth along with direct youth engagement through prevention activities and education workshops. Additionally, the Specialist will administer assessments and collects data/evaluation efforts to assist with writing reports. Participate in training is required along with delivering training in specific curricula areas. Preventions skills training will be provided to staff, as indicated, to maintain the optimum level of contractual cultural competency.

MAJOR FUNCTIONS:

The Project Specialist's responsibilities include, but are not limited to:

- ◆ Support and prepare for Urban Indian Coalition of Arizona (UICAZ) monthly meetings;
- ◆ Serve as school liaison and determine schedule and implement, serving as lead trainer/facilitator;
- ◆ Recruit coalition members and the urban Indian community for participation in UICAZ;
- ◆ Teach youth participates how to use effective substance abuse prevention skills and strategies through 12 education workshops;
- ◆ Assume that participants complete pre and post surveys of knowledge, attitudes and behaviors;
- ◆ Collect all surveys and transmit to appropriate partner in a timely manner for analysis;
- ◆ Track the number of Youth Coalition members engaged in coalition activity and document activities;
- ◆ Support the ongoing capacity building of the overall UICAZ Coalition;
- ◆ Assist with all local data collection and assessment processes, assuring transmission of appropriate data in a timely manner for analysis;
- ◆ Maintain procedures for data collection and participant confidentiality, methods for transportation of data is adhered to;
- ◆ Market the project appropriately to encourage participation through creation, coordination and implementation of events as appropriate;
- ◆ Maintain and monitor all comprehensive records both in print and electronically;
- ◆ Complete required project reports;
- ◆ Attend meetings as requested.

JOB ANNOUNCEMENT: PROJECT SPECIALIST

MINIMUM QUALIFICATIONS

- ◆ Master's Degree preferred or Bachelor's degree in field appropriate to area of assignment AND two years if relevant experience; OR any comparable combination of years of education and experience.
- ◆ Ability to develop professional relationships with key community representatives.
- ◆ Ability to motivate and engage professional, community members and youth volunteers.
- ◆ Ability to strategize, problem solve and coordinate successful execution of strategic plans.
- ◆ Ability to multi-task.
- ◆ Ability to effectively communicate ideas, findings, recommendations, and outcomes.
- ◆ Highly proficient with Microsoft software package (Outlook, Word, Excel, PowerPoint, Publisher)
- ◆ Knowledge of American Indian experience, including youth and family strengths and stressors, tradition and culture, and prevention and resilience.
- ◆ Must possess valid AZ DPS Fingerprint Clearance Card or able to obtain one immediately upon offer of employment.
- ◆ Must have dependable transportation with a valid AZ Driver's License and automobile insurance coverage in compliance with Phoenix Indian Center requirements.

CLOSING DATE: Open Until Filled – (Posting: Thursday, October 1, 2015)

SUBMIT APPLICATION INCLUDE CURRENT RESUME TO:

Phoenix Indian Center Personnel
4520 North Central Avenue, Suite 250
Phoenix, AZ 85012
602-264-6768 ext 2103 Fax: 602-274-7486
www.phxindcenter.org Click on Work with Us

PREFERENCE:

In accordance with the Indian Preference Regulations, preference is given to American Indians. To claim Indian preference, a copy of Tribal Affiliation Verification must be included with application.