North Coast Opportunities, Inc.
413 N. State Street, Ukiah, CA 95482

POSITION DESCRIPTION

POSITION TITLE: **COAST ACTION TEAM COORDINATOR**
PROGRAM/DEPARTMENT: **HEALTHY MENDOCINO (FISCAL SPONSORSHIP)**
REPORTS TO: **HEALTHY MENDOCINO PROJECT MANAGER**
SUPERVISORY RESPONSIBILITY: **NO**
FLSA/IWC STATUS: **NON-EXEMPT**
WC CODE: **8742**

I. GENERAL DUTIES AND RESPONSIBILITIES

Works as part of the Healthy Mendocino (HM) team to support the North and South Coast Action Teams, and facilitates and participates in outreach activities.

II. SPECIFIC DUTIES AND RESPONSIBILITIES

1. Assists the Action Teams with the development of specific SMART goals (Specific, Measurable, Achievable, Relevant, and Time-bound), objectives and action steps that support the overall program mission.
2. Coordinates with Action Team (AT) leader(s) and other pertinent volunteers to support the work of the ATs and provides guidance as needed to ensure ATs are functioning to meet the target goals.
3. Assists the ATs with facilitation of meetings, ensuring minutes are taken, typed and dispersed; manages emails from each AT; provides updates for the website and maintains the member contact list for each coast AT.
4. Performs outreach to agencies and the community in general to build and sustain membership of all ATs.
5. Ensures that all relevant community partners, coalitions, and organizations are informed of AT activities and given the opportunity to engage in the AT process.
6. Works with the HM Project Manager and the other AT Coordinators to communicate work being done by the regional ATs.
7. Completes reports and special projects as assigned.
8. Aligns work behaviors in conformance with NCO's Mission, Vision and Values.
9. Work habits:
   - Arrive to work on time and obtains approval from supervisor for changes in work schedule or absences.
   - Treats co-workers and clients with respect.
   - Represents NCO and its programs to the community in a positive light.
   - Stays focused on the job.
   - Takes pride in creating a positive, efficient work environment.
   - Is able to effectively adapt to change.
   - Dresses appropriately for the job.
10. Other duties as assigned.

III. JOB QUALIFICATIONS

1. An Associate degree from an accredited school in a related field OR a combination of education and experience in a related field, AND one year of relevant experience is required.
2. Ability to develop and maintain professional and collaborative working relationships with a wide variety of community members; able to communicate effectively and provide a clear vision and direction to others.
3. Ability to effectively facilitate meetings, community presentations and events while engaging with a diverse group of people, and possession of exceptional listening and mediation skills are required; prior project management experience is preferred.
4. Ability to work both independently and as part of a team in a manner that supports the program's goals.
5. Prior experience with design, creation and maintenance of various marketing tools and functions including website and newsletter design, and social media campaigns is required.
6. Must possess excellent oral and written English skills to facilitate clear and effective communication.

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7. Proficient in the use of computers and other current office technology at a level to successfully accomplish the required duties and responsibilities of the position; experience with Microsoft software products, spreadsheets, web-based applications and database programs is required.
8. Demonstrated ability to prioritize and perform duties efficiently and accurately and meet deadlines with minimal supervision; ability to work both independently and in collaboration with others is required.
9. Because driving is required to perform many of the functions of this job, employee must have: a current, valid California driver's license; a driving record that demonstrates the employee is a safe, appropriate driver as verified by a DMV printout; and, proof of personal automobile insurance; or reliable transportation with proof of automobile insurance.

WORK ENVIRONMENT/PHYSICAL DEMANDS
1. While performing the duties of this job, the employee is regularly required to talk, hear, listen, and communicate clearly.
2. The employee frequently is required to sit; use hands to finger, handle or feel objects, use manual and automatic tools, or controls and reach with hands and arms.
3. The employee may occasionally be required to stand; bend; reach down and stretch overhead; walk; climb or balance; and stoop, kneel, crouch, or crawl.
4. The employee must frequently lift and/or move up to 25 pounds unassisted, and occasionally move and lift heavier materials with assistance, using ergonomic guidelines.
5. Specific vision abilities required by this job include close and distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
6. The ability to travel during the day and/or night, sometimes long distance or on narrow, winding roads - possession of a valid California Driver's License and access to an insured vehicle is required.
7. Interaction and contact with outside agencies, vendors, funders, volunteers, donors and contributors is a frequent aspect of this job.
8. The employee will regularly use computers and computer printers, telephones and other similar electronic office equipment.

Note: *This class specification should not be interpreted as all-inclusive. It is intended to identify the core essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA) or California FEHA. Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.*

RECEIVED BY: _____ Date:_____
                        Print Name & Sign