

## **Program Coordinator**

### **Partnership for a Drug-Free America, AZ Affiliate**

The Program Coordinator is responsible for managing the [Community Alliance](#) and [Teen Partners](#) programs. Working under the supervision of the Director of Programs and Communications, the candidate is responsible for (but not limited to): new development outreach, retention of current program participants, recruitment of new participants, scheduling and conducting trainings, securing and attending rural development meetings, initiating and facilitating community outreach conference calls, presentations, submitting reports, updating marketing materials (web and print) and providing media and public relations assistance to the Director as needed. Additionally, this position is required to cross assist other positions within the organization as needed.

Candidate should have a high degree of initiative, be a motivated self-starter, and able to adapt to a changing environment. Must be detail-oriented, organized, flexible and a team player. Candidate should possess strong leadership, analytical, problem-solving skills, and possess the ability to make sound decisions relative to his/her authority. Candidate must be able to build trust and provide the highest level of customer service, develop and execute programs, collaborate with others, solve problems and demonstrate high integrity.

Exposure to sensitive information will necessitate the use of tact, diplomacy, discretion and judgment. Must be able to meet deadlines, multi-task in a cross-functional environment, and interact with all levels of personnel, board members, donors, volunteers and others seeking to contact The Partnership.

#### **Qualifications**

- Bachelor's degree and/or 5-7 years of experience in the non-profit sector or in a related communications or education field with responsibilities relevant to the above requirements.
- Strong verbal, written communication and large group presentation skills are essential.
- Knowledge of Microsoft Office Suite (Word, Excel, PowerPoint and Outlook) is required.
- Proficient in social networking; public relations experience helpful.
- Collaborative and supportive style capable of working productively with a skilled team of committed professionals. A person who expects accountability and effectiveness in all aspects of their work.
- A passion for the mission of the Partnership for a Drug-Free America, Arizona Affiliate – to help parents, caregivers, and communities prevent, and intervene in drug and alcohol use by their children – is critical.
- Weekend, early morning and/or evening work is required around program activities, special events and development opportunities; candidate must have reliable transportation, valid driver's license and proof of insurance. Statewide travel required. Hiring is dependent upon passing a background check and drug test.
- **How to Apply**  
The Partnership values diversity in the workplace and encourages candidates of diverse backgrounds to apply. Competitive salary is commensurate with prior experience. Interested candidates should send resume and cover letter including salary history to [PartnerUp@PartnerUpAz.org](mailto:PartnerUp@PartnerUpAz.org). No phone calls please.