NOW HIRING PART TIME COORDINATOR FOR FAYETTE COUNTY NON-PROFIT COALITION

The Fayette County Agency for Substance Abuse Policy (ASAP) Board is seeking a Part-time Project Coordinator. Position is 12-15 hours weekly (flexible). Must have a heart for youth, at-risk populations, and the addiction/recovery community. Must be Microsoft proficient and have full access to a computer with up to date software. Must possess strong oral and written communication skills and be highly organized. Must have background in substance abuse prevention/education OR have flexibility to attend required trainings. Must have Board development or Leadership development experience. Fayette County resident preferred. Fundraising and grant writing/management experience preferred. Note: All candidates subject to background check.

Deadline for applying: Friday, November 13, 2015
Projected Hire Date: January 2016

Duties include (but not limited to):

1) Utilize well developed time and people management skills to provide direction and oversight of volunteer board activities and youth coalition.

2) Respond quickly to emails and phone calls regarding board business.

3) Collaborate with youth coalition sponsor (position currently held by an adult volunteer) to ensure consistent leadership and appropriate execution of youth coalition activities.

4) Help create and maintain board strategic plan to ensure timely execution of project tasks based on stated goals and objectives.

5) Responsible for prompt submission of semi-annual grant reports to the KY Office of Drug Control Policy and for maintaining a working knowledge of KY-ASAP requirements, bylaws, policies and procedures to ensure statutory compliance at all times.

6) Schedule board meetings (6 per year, plus ad hoc committee meetings as needed), establish agenda, help prepare for and host meetings, record minutes and ensure timely distribution of minutes to members.

7) Serve as communication hub for volunteer members between meetings.

8) Develop and maintain relationships with elected officials, community service organizations, and all segments of the community, including youth.

9) Respond to inquiries and requests for information regarding KY-ASAP and other concerns of alcohol, tobacco, and other drugs in our community.

To apply, send resume, letter of interest and 3 letters of reference (including email addresses & phone numbers for follow-up if needed) to:

Fayette County ASAP Board
 c/o Bluegrass Prevention Center
 Attention: Sharon Tankersley
 P.O. Box 13670
 Lexington, KY 40583-3670
 or
 Email: setankersl@bluegrass.org