



# POSITION AVAILABLE

**Where:** The Community Planning and Advocacy Council - 2500 McClellan Avenue, Pennsauken, New Jersey

**How to Apply:** Interested persons should email their resume and cover letter including salary requirements to [cpachr@cpachvi.org](mailto:cpachr@cpachvi.org) by September 6, 2018.

## PROJECT SPECIALIST – PREVENTION

The Project Specialist implements and coordinates for Prevention programs and Family Success Centers by acting as a point of contact for community service providers, agencies, consumers and other human services stakeholders by performing the following duties including but not limited to:

1. Liaison between community residents, government agencies, and community service providers.
2. Responsible to have an understanding of programmatic logic models for service providers to understand level of service goals and annual objectives.
3. Responsible for coordinating meetings focused on community service providers and community resident's needs to achieve the outlined contract goals and objectives.
4. Provides accurate and efficient meeting management and recordkeeping to include meeting minutes, timelines, meeting reminders, sign-in sheets, end of meeting evaluations, and record retention.
5. Responsible for the preparation and compilation of information for the timely submission of project reports.
6. Responsible for the coordination of monitoring and evaluation of contractual service providers.
7. Ensures providers receive technical assistance based on contract guideline requirements.
8. Responsible to coordinate and facilitate the timely request for proposal process based on CPAC grant guidelines and contractual deadlines.
9. Responsible to attend and participate in internal team and staff meetings.

**Qualifications:** To perform this job successfully, an individual must be able to perform each duty described above satisfactorily. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Computer Skills:** To perform this job successfully, an individual should have knowledge of Microsoft Publisher, Microsoft PowerPoint, word processing software, spreadsheet software, internet software, project management software, and contact management systems.

**Education/Experience:** Minimum of an Associate's degree (A. A. / A. S.) or equivalent from two-year college or technical school; and one to two years related experience and/or training; or high school diploma or general education degree (GED); and four to six years related experience and/or training; or equivalent combination of education and experience.

**Certificates and Licenses:** Valid driver's license and vehicle required

### Knowledge, Skills, and Other Abilities:

- Strong oral and written communication skills
- Customer relations & service skills
- Professionalism
- Budgeting skills
- Organizational skills
- Planning skills
- Presentation skills
- Project management skills
- Conflict management solution skills
- Ability to be sensitive to multicultural needs

2500 McClellan Avenue Suite 120, Pennsauken, NJ 08109 ; P: 856.663.3998 F: 856.663.7182 [www.cpachvi.org](http://www.cpachvi.org)



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