

## **JOB TITLE: *21st Century Grant Coordinator***

### **TITLE OF IMMEDIATE SUPERVISOR: *PACT 4 Families Director***

#### **JOB SUMMARY:**

Oversee the coordination and development of the 21st Century Project. Coordinating a program in the consortium school districts to create and maintain project goals responding to the needs in each participating school district.

#### **SPECIFIC RESPONSIBILITIES:**

1. Oversee the coordination and development of the 21st Century Project.
2. Assist the 21st Century partners, Grant Steering Committee and onsite coordinators in the oversight of the grant goals, objectives, major activities and agenda.
3. Overall responsibility for the coordination and implementation of the 21st Century Project, under the supervision of the PACT 4 Families Director.
4. Primary contact to the Minnesota Department of Education Grants Manager in relationship to the 21st Century Project.
5. Responsible to coordinate consultant visits, activities and meeting agendas related to the 21st Century Project.
6. Works in cooperation with other collaborative programming with 21st Century partners.
1. Responsible for the preparation of all required reports.
2. Contract monitoring for 21st Century partner schools.
3. Assist with grant development and re-application for funding for the 21st Century Project.
4. Provide local, state and national training and presentations.
5. Serve on local committees as delegated.
6. Other duties as assigned or delegated by the director.

#### **QUALIFICATIONS AND PRIOR EXPERIENCE REQUIRED:**

- Minimum of 5 years experience in the field of education, teaching or extension.
- Significant experience working in partnership with schools and other agencies.
- Significant experience in supervision or administrative role within human services context.
- Master's degree in education, or related field, principal certification, or Bachelors degree and 10 years experience including supervision.
- Extensive knowledge of education and other human services delivery systems.
- Strong communication, organizational and leadership skills.
- Experience providing service coordination and development of projects.
- Demonstrated ability to work as an effective member and/or team leader.
- Experience providing service coordination and development.

#### **KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:**

- Demonstrated knowledge of educational systems, outside of school time services, mental health services and collaborative service delivery.
- Extensive knowledge of the education system and mental health systems.
- Excellent oral and written communications skills.
- Demonstrated ability to work as an effective team member and team leader.
- Organizational skills and leadership ability.
- Ability to research, prepare and present complex reports.
- Ability to facilitate diverse groups and build consensus in collaborative settings.
- Demonstrated ability to work as an effective member and/or team leader.

#### **PERSONAL QUALITIES:**

- Ability to motivate and energize others.
- Sensitivity and interest in working with diverse populations.
- Energy, assertiveness, initiative, creativity and willingness to try new approaches and techniques.

#### **TRAVEL:**

There is significant travel within the 4-county area and occasional travel nationwide. Valid driver's license, car insurance and vehicle required.