

Mercyhurst University

Job Description

Job Title: Community Action Plan Coordinator (*Communities That Care, UnifiedErie*)
Department: Civic Institute
Location: Erie
Reports to: Director of Civic Institute
Classification: Administrator
FLSA: Exempt

Skills Required: Master's Degree preferred with a minimum of 3 years work experience. Applicants must possess excellent presentation, communication, writing, organizational and inter-personal skills. Must have the ability to work independently. Experience working collaboratively in communities, grant writing, community planning and implementing community-based initiatives is required.

Specific Duties

- 1) Implement and administer strategies identified and outlined in the Community Action Plan and strive to measurably reduce the risk factors and increase the lacking protective factors that lead to problem behaviors in the community.
- 2) Develop and maintain effective working relationships with local leaders and community organizations to gain support and/or resources to support the Community Action Plan.
- 3) Attend all Erie County Policy and Planning Council meetings.
- 4) Understand and effectively communicate the Communities That Care process as well as the local Erie County assessment that drives the Community Action Plan.
- 5) Coordinate and facilitate the Family, Youth Work Awards, Community and Religiosity Subcommittees of the Erie County Policy and Planning Council and others as assigned.
- 6) Recruit relevant community stakeholders for membership in the appropriate subcommittees.
- 7) Attend all necessary local and state training meetings required for Communities That Care.
- 8) Report to the Erie County Policy and Planning Council quarterly on the status of the Community Action Plan implementation including successes, challenges, and barriers.
- 9) Provide a written annual report on the activities and accomplishments of the Community Action Plan.
- 10) Assist with the development and/or writing of grant applications and concept papers seeking funding to support Communities That Care in Erie County and the components of the Community Action Plan.
- 11) Comply with all reporting requirements of grants received to support the Community Action Plan.
- 12) Provide presentations on the Community Action Plan and related strategies to the community and other stakeholders as requested.
- 13) Assist in publications and communications regarding UnifiedErie as needed.
- 14) Maintain the UnifiedErie website and social media accounts.
- 15) Other duties as necessary.

APPLICATION PROCESS: Review of applications will begin immediately and continue until the position is filled. Send cover letter, resume and 3 work-related references to:

**Human Resources
Mercyhurst University
501 East 38th Street
Erie, PA 16546
hrinfo@mercyhurst.edu**

Mercyhurst University is an Equal Opportunity Employer that encourages members of diverse groups to apply.