

# 08-0213 LEVI Project Coordinator

## Closing Date: May 30, 2008



### HUMAN RESOURCES DIVISION

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350 Kimbark Street  
Longmont, CO 80501  
303-651-8609  
FAX 303-651-8973

## JOB ANNOUNCEMENT

**POSITION: 08-0213 LEVI PROJECT COORDINATOR  
ADMINISTRATION THROUGH  
LONGMONT POLICE DEPARTMENT**

**Hiring Range: \$18-\$23/hr. DOQ  
20 hrs/wk job share, Mon-Fri 4 hrs/day;  
some flexibility in schedule is possible**

**This is a temporary grant funded job share position. The City of Longmont serves as the fiscal agent.**

**DEFINITION:** The Project Coordinator will work cooperatively with the job-share partner to assist the Longmont Ending Violence Initiative (LEVI) members in accomplishing a variety of goals. LEVI represents several governmental, non-profit, and private professional groups that are working to combat the problem of domestic violence in Longmont. LEVI has developed a prevention education and public relations plan, as well as providing one-call access for resources. The successful candidate will work cooperatively with the job share partner to continue operation of these programs.

**PRIMARY RESPONSIBILITIES:** The Project Coordinator will operate the following programs (by providing the documentation, coordination, direction, networking, and scheduling necessary to lead LEVI participants in accomplishing goals): Budget oversight; grant writing, grant research and fundraising programs; general operations of the LEVI program (how LEVI conducts its efforts internally and within the community), which includes attending the General Operations sub-committee meetings; clearinghouse operations (easy access to services, assessing and filling gaps in community resources) which includes attending the Clearinghouse sub-committee meetings; and volunteer coordination and updates of non-profit rosters.

**SHARED/SPLIT RESPONSIBILITIES:** The Project Coordinator will share and/or split the following programs with the current Coordinator: Manage, monitor and coordinate the implementation of the LEVI Strategic Plan; function as a liaison with all LEVI members (schedule and attend meetings, maintain mailing lists and minutes from meetings); take calls from the public and refer to appropriate agency or resource; provide added problem-solving assistance when needed; public speaking (providing educational presentations to various groups); and miscellaneous projects.

**WORKING ENVIRONMENT:** Work is primarily performed in a standard office environment or in public community settings and requires ability to work a flexible schedule. Work requires ability to collaborate closely with others, use problem-solving skills, and perform duties without close supervision. Information handled in the course of work requires a high degree of confidentiality and integrity. Requires ability to clearly communicate orally and in writing in English. Requires ability to operate a motor vehicle for travel generally within Boulder County.

**QUALIFICATIONS:** Any combination of education and experience equivalent to a Bachelor's Degree in public relations, social sciences, business, communications, or a closely related field and minimum of two years of progressively responsible experience managing fundraising programs and performing program development and management. Experience in writing grants and securing new program funding is preferred. Bilingual English/Spanish skills are preferred. Possession of a valid Colorado driver's license and proof of state-mandated automobile liability insurance is required. Selection process will include complete job description review, personal interview, integrity interview, background investigation, polygraph, and substance screening.

**DEADLINE: CITY APPLICATION (required)** must be received by the Human Resources Division, 350 Kimbark St, Longmont, CO 80501 no later than **5:00 pm May 30, 2008**. For more information or to obtain an application call (303) 651-8609.

The City of Longmont offers Equal Opportunity for employment to all qualified applicants. It is the policy of the City of Longmont not to discriminate on the basis of race, color, religion, creed, national origin, sex, sexual orientation, age, ancestry, or disability unless related to a bona fide occupational qualification. If you need special assistance in the selection process, please contact the Human Resources Division in advance to make arrangements.

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