



## Scottsville Allen County Faith Coalition Job Description Project Specialist

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**LOCATION:** Scottsville, KY  
**SALARY:** Based on Experience  
**REPORTS TO:** Executive Director  
**SUPERVISES:** N/A

### OVERVIEW

This position will serve as Project Specialist to the Scottsville Allen County Faith Coalition. The Project Specialist will partner with the Executive Director on various tasks including administrative duties, curriculum implementation, and grant research and writing.

### KEY RESPONSIBILITIES

- Serve as Assistant to Executive Director on Federal, State, and Local grants
- Prepare board packets
- Balance bank statements and ledgers
- Work with local government in grant research and writing
- Attend various networking meetings with key stakeholders in Allen County
- Work with Allen County School District to implement drug curriculum
- Greet visitors and answer telephone
- Filing as needed
- Travel may be required
- Other duties as assigned

### QUALIFICATIONS / KNOWLEDGE, SKILLS & ABILITIES

- Bachelor's Degree or equivalent experience in the field
- Experience in community mobilization
- Public speaking and training experience (verbal and written communication)
- Experience in advocacy and substance abuse prevention experience preferred
- Must be able to write reports and problem solve
- Must be detail oriented and have organizational skills
- Fiscal management
- Computer skills (Microsoft Office, e-mail, Internet)
- Individual must be able to maintain a professional image

The individual in this role must be able to perform the essential job functions with or without a reasonable accommodation. In the event that an applicant or employee wishes to seek a reasonable accommodation, please contact Scottsville Allen County Faith Coalition for further direction.