

PROJECT COORDINATOR

It's not the same old job! We are seeking a skilled and experienced team player with a broad base of understanding and excellent people skills who enjoys and is able to thrive in a fast-paced multi-tasking environment. Are you a self-starter with the ability to work independently? Do you have great communications skills and like working with people from a wide variety of backgrounds? Do you have excellent writing and organizational skills to complete projects and documents within deadlines? Are you an energized learner? If so, these qualities will enable you to become a valued member of our team!

Some job duties include electronic, written and verbal communication, meeting planning and facilitation, project planning and coordination, database maintenance, performance reporting, clerical duties and other projects and duties as directed. Scheduled work is primarily on week-days.

The ideal candidate will have administrative office experience and strong proficiency in Excel, Word, and other Microsoft products in addition to familiarity with the internet and the ability to interact well with the other team members. Bachelor's degree or excellent career experience in an applicable field is required. Candidates with exceptional communications and human relations skills and a proven track record of success are preferred. Experience in project management, grant writing, administration, and/or bookkeeping is a plus.

Please pass this on to a potential candidate or send your resume and a letter of interest to the contact listed below. The sooner, the better! Interviews will be conducted during the last two weeks of January, 2015. Thank you!

**Jerri Lerch, Executive Director
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