

# sample coalition coordinator job description

## Responsibilities

The coalition coordinator is responsible for the facilitation of youth, parent, and adult engagement in coalition efforts and coordination of special projects. Production of financial reports.

## Duties

Specific duties of the Board include but are not limited to:

- Supervision of youth volunteers
- Engages community youth, parents, and adult youth worker/volunteers in coalition efforts
- Develops, schedules, plans, prepares for, and facilitates youth, parent, and adult youth worker/volunteer meetings, project groups and activities
- Produces and maintains youth, parent, and adult youth worker/volunteer engagement records and evaluation documents
- Reports youth, parent, and adult youth worker/volunteer engagement data and progress to Director and committees as requested
- Conducts speaking engagements and workshops as requested by Director and community groups Produces quarterly itemized category financial report for use in grantors reports
- Assists Director in production of budgets and fiscal monitoring and planning
- Creates other documents as requested
- Provides staff support to committees and project groups as requested
- Maintains the current filing system and keeps the system up to date.
- Mails meeting minutes and reminders, newsletters, and other written communications.
- Answers telephone, handles requests as appropriate, and relays messages.
- Operates computers, typewriters, fax machines, copiers, and other office machines as required.
- Performs other duties as assigned.