

TAADAS Job Description

Position: Project Coordinator

Full time position

Minimum Qualifications:

Bachelor's degree or related experience of 3 years or more in project management required.

Master's Degree preferred.

Excellent computer skills including Word, Excel, Outlook and database software required.

Membership Management or association experience or training preferred.

Knowledge of substance use and recovery policy and practice preferred.

Experience in compliance, quality and performance management is advantageous.

General Responsibilities:

Membership Coordinator:

- Updates member information as directed.
- Prepares membership information packets and distributes them to potential, new and returning members. Update and send membership pledge forms as directed.
- Works with Bookkeeping staff to insure accurate invoices for membership.
- Attends monthly Membership Meetings.
- Staffs Membership Committee.
- Assist with recruiting new members.
- Updates and reconciles membership database and informs website of changes TAADAS membership. Ensures membership lists online and in literature are accurate.
- Provides education about TAADAS to new or potential members.
- Develops and monitors the engagement of members; facilitates annual member surveys and summarizes findings.
- Develops, implements and analyzes surveys of members and other entities as directed.
- Facilitates and implements membership projects such as strategic planning and implementation.
- Facilitates other projects and events to benefit members as directed by Executive Director and Executive Committee.

TDMHSAS Scholarship Coordinator:

- Assists the Scholarship Manager to fulfill the grant reporting and scope requirements of the Scholarship grant.
 - Coordinates and implements a tracking process to ensure that applications are reviewed and stored.
 - Assists with monthly data reports.
- Coordinates outreach to universities to determine invoicing process, obtain W-9s and verify awards.

Compliance Attestation Coordinator:

- Ensures Compliance Attestations are signed and compiled for TAADAS Members.
- Maintains copies of the member attestation forms in a secure, shared location.
- Maintains and coordinates the Compliance Attestation Database. Serves as a liaison between TAADAS and any compliance form database company to ensure the appropriate development and maintenance of the database.
- Consults and coordinates the compilation of attestation forms for TAADAS staff and volunteers as well as TSPN volunteers with the TSPN Executive Director, HR Director and the REDLINE and Clearinghouse Director.

Policy Coordinator:

- Policy Prepares draft policies for the administration and Executive Committee when requested, recording changes in Policy Manual and Employee Manual by "tracked changes" and naming policy versions for review.
- Develops or revises policies as requested by the Administration.
- Records changes in policies and Employee Manual by "tracked changes" and naming policy versions.
- Provides copies of draft policies to the administration and Executive Committee when required.
- Disseminates edits or new policies to all staff and ensures the current approved versions are in a shared location for all employee access.
- Tracks new laws and regulations as well as grant deliverables to ensure they are included in the appropriate policies, protocols or the employee manual.
- Generates and revises job descriptions as directed by Human Resources (Deputy Director) and Executive Director.

Ad Hoc Committee Coordinator:

- Works with the Executive Director to engage any committees, consultants or planning teams as needed including scheduling meetings, developing agendas, take minutes, review surveys and report findings.

Process Management:

- Develops and coordinates training of new or revised systems or projects (PayCor, volunteer mgmt., i.e.)
- Develops or revises processes needed to meet the demands of the staff, the funders, and grantees. Examples may include creating documents, developing dashboards for reporting, writing white papers, reviewing and writing brochures, vetting new systems.
- Act as gatekeeper and escalate relevant information to executives as needed.
- Treat confidential information with appropriate discretion.

Other duties as assigned.

Supervisory Responsibilities:

None

Reports to: TAADAS Executive Director
Base Salary: \$50,000

Interested applicants shall send a cover letter, resume, and salary requirements to tspn@tspn.org