

CITY OF CHATTANOOGA

Classification Specification Title: FJC OVC Project Coordinator

Department: Executive Branch

Pay Grade: GS.11

**Supervision Received From: Asst. Dir. Outreach, Training,
& Volunteer**

FLSA Status: Exempt

Established Date: 12/1/17

Supervisory Responsibility For: None

**Revision Dates: 4/2/25;
10/20/23**

CLASSIFICATION SUMMARY:

The incumbent in this classification is to coordinate the OVC projects and facilitate enhanced coordination between the partners, organize planning meetings, manage required grant reporting and financial management, and serve as the central point of contact for all grant related activities. The Project Coordinator will convene the Learning Exchange Team (LET) and coordinate training required in the grant for law enforcement, attorneys and the court system. Works closely with other members of the FJC Team and all other workgroups and committees under the supervision of the FJC Executive Director to ensure grant deadlines are met, as well as to ensure that renewals are processed within designated deadlines.

SERIES LEVEL: This is a stand-alone position.

ESSENTIAL FUNCTIONS:

(The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.)

Create, manage and document all aspects associated with grants including fiscal responsibility and all training required by the grant; serve as the primary/lead trainer for the grant.

Act as liaison between City Finance and FJC regarding funding as pertains to OVC grants.

Provide advocacy and consultancy to mainstream services on specific needs of older adults and communities.

Establish positive culturally sensitive communication between FJC and underserved elders and communities while ensuring access to participate in FJC's programs.

Contribute to a greater community awareness and understanding of issues relevant to impact of domestic violence, family violence, elder abuse, and human trafficking on communities in terms of FJC mission.

Establish connections and engagement with leaders, stakeholders, groups and individuals in the community groups to facilitate increased understanding of elder justice and services provided by the FJC.

Attend staff-related meetings, training, team building and other forums where relevant.

May coordinate and/or participate in/on a variety of meetings, seminars, conferences, training sessions and/or other related events in order to receive and convey information.

Enters and maintains information into applicable databases and/or other computerized systems to collect and maintain grant records and information in assigned areas of responsibility.

Must meet regular attendance requirements.

Must be able to maintain good interpersonal relationships with staff, co-workers, managers and citizens.

Must accomplish the essential functions of the job, with or without reasonable accommodations, in a timely manner.

Performs other duties as assigned.

DEPARTMENT SPECIFIC DUTIES (if any):

MINIMUM QUALIFICATIONS: Bachelor's degree from an accredited school in social/human services, education or criminal justice and at least one (1) year of experience working with and managing a grant. Experience working with groups and communities, such as older adults in an aging setting, and supervisory experience preferred, or any combination of equivalent experience and education.

LICENSING AND CERTIFICATIONS: Valid Driver's License LBSW preferred

SUPPLEMENTAL INFORMATION:

Knowledge of local and statewide domestic violence resources; community demographics; project management principles; customer service principles; facilitating public meetings; problem solving methods; and applicable Federal, State and local laws, codes, regulations, policies, rules and regulations.

Skill in working independently or in a team environment; organizing, planning and prioritizing work; strong problem solving; excellent written and verbal communication; using a computer and related software applications; building relationships; facilitating meetings; exercising good judgment and effective decision making; delegating and managing a team of volunteers; sensitivity to changing situations; planning, developing, supervising, and managing program and/or events; preparing and maintaining policies and procedures; communication and interpersonal skills as applied to interaction with coworkers, supervisor, and the general public, sufficient to exchange or convey information and to receive work direction.

PHYSICAL DEMANDS: Positions in this class typically require: reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions.

WORK ENVIRONMENT: Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

SPECIAL REQUIREMENTS:

Safety Sensitive: Y

Department of Transportation - CDL: N

Child Sensitive: Y

The City of Chattanooga, Tennessee is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the employer.