

JOB DESCRIPTION

Position Title: CAM Program Director (Part Time)		Location of Position: Calhoun, Georgia
Reports To: CAM Board of Directors		Date: March 4, 2010
Primary Objective of this Position.		
This position is responsible for successfully managing, developing and coordinating the overall operations of the Citizens Against Methamphetamines (CAM) - and its activities.		
Major Functions and Scope:	Narrative description of function and scope	
Maintains and coordinates relationships with various sectors of the community – school systems, law enforcement, medical/ treatment services, social services, the faith community, government, citizens, business and industry, --- to build a community – wide campaign against drugs, and to secure community resources to support the coalition’s goals and objectives. The person responsible for providing overall assistance in carrying out a variety of tasks in support of CAM. This self-initiating and poised individual will be responsible for arranging meetings, sourcing and scheduling dependable volunteers, gathering information and resources, facilitating visits, and preparing materials, reports and presentations as requested. This person will also be responsible for assisting and completing proposals including talking points for meetings, grants proposals in conjunction with the CAM Board of Directors, and other proposals as assigned. Additionally, the CAM Program Coordinator will coordinate and manage special events as assigned for CAM and in conjunction with other organizations. This includes developing print materials, executing mailings, site selection, budgeting, logistics and all other facets of the event. The qualified candidate will have ability to multi-task, pay attention to detail, a natural skill for identifying needs and maintaining details, and strong interpersonal skills.		
Knowledge, Experience, Competencies and Supervision:	Education, knowledge required, years of experience, specific skills and abilities required to do the job	
Education and Knowledge: & Experience:	Bachelor’s degree in public administration, education, social science, business, communications, health science, or related field. Experience required in public speaking, sales, marketing and/or fundraising. Represents the organization before community groups, professional societies and other organizations. Strong interpersonal, team-building, planning and research skills desired. Establish and maintain exceptional relationships at all levels of the organization and in the community. Ability to work independently and collaboratively. Strong written and verbal skills. Strong computer skills required. Sensitivity to needs of youth and diverse ethnic population. Familiarity with schools, law enforcement, businesses, social services and civic groups is a plus. Some knowledge of the drug abuse field.	
Competencies: Must possess strong interpersonal, communication, and verbal skills. <i>Must be proficient in Microsoft Office, including Outlook, Word, Excel, PowerPoint, and Publisher.</i>		
Compensation:	Compensation will be commensurate with experience and competitive in the industry.	
Other Pertinent Job Information: Work Conditions	Some travel is required. Must be able to lift, push or pull material for presentation, mailings and be able complete the manual labor of setting up for events. In addition, some normal office working conditions will be applicable.	

Georgia is an employment at will state. This position can be terminated at any time for any reason. (Department of Labor)

To Apply: Please submit resume and cover letter to:
Latrina M. Patrick
Executive Director
Citizens Against Meth (&other addictive substances)
PO Box 1117, Calhoun, GA 30703-1117
citizensmeth@gmail.com
(706) 624-8417