

EXHIBIT "A"

DESCRIPTION OF JOB DUTIES OF MAP COORDINATOR

Part-time, contract position (average 10 hours/week)

PRIMARY JOB FUNCTION

Works collaboratively with Co-Chairs to coordinate Muncie Action Plan and communicates with members, stakeholders, and media.

ESSENTIAL JOB FUNCTIONS

Meets with Co-Chairs and Task Force leaders to facilitate activities and initiatives
Provides expertise for a variety of initiatives
Maintains membership files and contacts
Identifies funding sources and develops grant proposals, with Board assistance
Develops communication networks with stakeholders and other groups
Develops, coordinates, and communicates with MAP participants and volunteers
Attends Board meetings; attends meetings of Task Forces and key initiative groups, as requested
Organizes Board meetings with Co-Chair assistance and maintains MAP records
Sends meeting information to be published in the newspaper
Reports to Co-Chairs

KNOWLEDGE, SKILLS AND ABILITIES

Ability to give/receive verbal, auditory and written communications in person, over telephone and by email
Skills in communication, listening and responding to a diverse group of people
Ability to gather data, compile information and prepare reports
Skills in basic mathematical and statistical calculations
Knowledge of structure and content of the English language, including the alphabet, numbers, and meaning of words for reading and writing
Proficient in computer skills, including use of mouse, keyboard, Windows, and peripheral equipment
Working knowledge of basic computer hardware components, such as scanners, printers, drives, and basic Microsoft software packages
Ability to set goals and meet deadlines
Ability to initiate tasks and follow through independently
Skills in initiating and engaging in interpersonal interactions
Interpret situations and make decisions to facilitate positive resolutions
Problem solving skills
Organizational and time management skills

MINIMUM QUALIFICATIONS

Bachelor degree from an accredited college or university or high school diploma/GED with equivalent combination of college credits and work/volunteer experience required. Prior work or volunteer experience with community initiatives required. Excellent communication, organizational, time management and interpersonal skills required.

EFFECTIVE DATE: Immediate