VAHSO Position Title: Project & Program Coordinator

FLSA Status: Part-Time / Exempt

Organization: Appalachian Promise Alliance

Program: Buckle Up Appalachia (BUA)

Reports To: Executive Director

Works Closely With: Senior Program Coordinator

Location: Hybrid (Bristol, TN/VA & Appalachian Highlands Region), must be available to do programming in schools during the school day.

Position Overview

The Project & Program Coordinator combines administrative oversight, grant reporting support, and direct youth outreach for the Buckle Up Appalachia (BUA) program under Appalachian Promise Alliance. This role consists of classroom facilitation and behind-the-scenes program logistics, playing a critical role in reducing traffic-related injuries and fatalities across the Appalachian Highlands Region. Current hiring is funded under a Virginia Dept. of Motor Vehicles (VADMV) VAHSO grant.

Key Responsibilities

Classroom Facilitation & Youth Engagement

- Collaborate with the programming team to deliver evidence-based traffic safety programming (e.g., *Impact Teen Drivers*) in regional middle and high schools.
- With the team, they set up, operate, and maintain interactive equipment during school visits and community events, including Fatal Vision® Goggles and the Just Drive Virtual Reality (VR) Simulator.
- Manage student attendance logs and distribute pre- and post-presentation evaluation surveys.

Event Logistics & Partner Outreach

- Coordinate scheduling directly with area school administration, Drivers Education teachers, health sciences classes, and HOSA clubs, etc.
- Transport, assemble, and take down event materials, banners, technology, and interactive tools using rolling carts/wagons as needed.
- Represent Buckle Up Appalachia at community outreach events and cultivate ongoing partnerships across the region.

Grant Administration & Data Management

- Collect, compile, and analyze workshop evaluation data and survey feedback.
- Support grant reporting by maintaining organized time, travel, and event records required for quarterly VAHSO/VADMV grant claims.
- Assist executive leadership with grant tracking, material procurement, and tracking deliverable milestones.
- Contributing content to social media platforms and supporting the *BRAKE 4 LIFE* online resource hub.

Qualifications

Education & Experience

- **Education:** Associate or Bachelor's degree in Public Administration, Non-Profit Management, Public Health, Business Administration, Education, Public Safety, or related field preferred (High School Diploma/GED required with equivalent practical experience).
- **Experience:** 2+ years of experience in project management, grant administration, event coordination, public health outreach, or youth education.

Knowledge, Skills & Abilities

- Strong organizational, verbal, and written communication skills with experience presenting to diverse groups.
- Proficiency in Google Workspace, Microsoft Office, social media platforms, and basic grant reporting portals.
- Willingness to obtain Title VI certification and deliver training.
- Ability to balance independent administrative work with hands-on, team-based community outreach.

Working Conditions & Compensation

- **Type:** Part-time, averaging **20 hours per week** (flexible scheduling; occasional evening or weekend hours for board meetings or special events).
- **Location:** Hybrid working environment combining remote work, office time at 100 Ash Street #2, Bristol, TN, and SWVA school visits (6-10).
- **Travel & Physical Requirements:** Regional travel required for schools in Russel, Scott, Washington & Bristol. Additional schools may be considered. Must be able to lift up to 25 pounds and transport event equipment using rolling carts.
- **Compensation:** Hourly rate of $25.00–35.00/hr (depending on experience/grant allocation split), with an annual gross salary target range of **$19,000 to $23,920**.