

NMLOKS Program Administrator/Coordinator (PA/C)

QUALIFICATIONS:

1. Experience working with project planning/management methodology to include such items as grant writing, budget development, control and assurance, project management software, finance, and accounting concepts and practices.
2. Experience working with 501(c)(3) organizations
3. Bi-lingual ability preferred in order to communicate with non-English speaking parents.
4. Candidate will have to pass a background check due to the possibility of working with children.

SKILLS:

1. Strong interpersonal and presentation skills
2. Strong organizational skills
3. Strong communication skills
4. Strong analytical and problem-solving skills
5. Good personal computer and business solutions software skills

JOB DESCRIPTION

1. General Administration.

- * In coordination with and under the supervision of the NMLOKS Executive Committee, the PA/C is responsible for executing the strategic development and direction of the statewide, preschool vision screening program, including administrative duties accompanying supervisory positions over staff and in coordination with a large number of volunteers. The PA/C may, if necessary, suggest beneficial changes based on observations of current procedures to the NMLOKS Executive Committee for strategic planning purposes.
- * The PA/C will coordinate with the NMLOKS Executive Committee Co-Chairs on a regular basis to keep them informed of Program status and alerted of any possible problems that need to be addressed.
- * When necessary, the PA/C may suggest improvements to the standard forms (e.g., Parental Consent Form, Referral Follow Up Form, Screening Data Report Form, Club Quarterly Financial and Budget Form, etc.) used by clubs. The modified forms will be approved by the NMLOKS Executive Committee and the Medical Advisors. Approved forms will be distributed to clubs with corresponding form utilization training as needed.
- * The PA/C will provide Program status presentations at NMLOKS Executive Committee and NM Lions Eye Foundation Meetings as well as other reporting as required (e.g., NMDOH, public awareness events, Grantors, etc.).
- * The PA/C will be required to work some evenings to communicate with parents and weekends to attended meetings.

2. Grant Writing.

- * The PA/C is responsible for researching grant funding possibilities. Coordination with the potential grant source entities, through correspondence and meetings, will be conducted to determine if NMLOKS is eligible and has a reasonable chance of receiving a particular grant.
- * The PA/C is responsible for writing grants and coordinating the final grant applications with the NMLOKS Executive Committee before submission.
- * Status reports of currently applied for grants, as well as active grants already received, are provided to the NMLOKS Executive Committee on a quarterly basis (or more frequently if needed).
- * Once grants are approved and received, the PA/C is responsible for developing plans of action and financial budgets to project how and when the funds will be expended.
- * The PA/C is responsible for preparing interim and final reports as required by the grant providers with review by the NMLOKS Executive Committee.

3. Financial & Budget Development

- * The PA/C must budget and administer funding received for program continuation as directed and approved by the NMLOKS Executive Committee.
- * On a quarterly basis, the PA/C will solicit, receive, and compile Club financial information specifying KidSight income and expenditures. Quarterly summary financial reports for that interval will be provided to the NMLOKS Executive Committee.

4. Club Screening Activities Coordination.

- * The Clubs will be the primary contact with the camera companies for coordinating the repair or replacement of failed cameras. The Clubs will keep the PA/C informed of all transactions with the camera companies.
- * The PA/C will coordinate with the NMLOKS Training Team to set up screening protocol training.
- * The PA/C, in conjunction with participating clubs, will plan and coordinate effective public awareness events concerning the NM Lions Operation KidSight program.

5. Screening Data Collection, Compilation, and Reporting.

- * The PA/C collects and compiles all screening results data from the Clubs who conducted screenings. An extensive Access statistical screening results database (based on LCIF guidelines) will be maintained. Automated database reports will be developed to facilitate reporting to the NMLOKS Executive Committee, Medical Advisors, grant providers, the clubs (concerning outcomes of their screenings), etc.
- * The PA/C provides quarterly summary reports on screening results conducted by NM Lions during that interval to the NMLOKS Executive Committee.

6. Referral Follow-Up Coordination

- * The PA/C is responsible for implementing effective referral follow up procedures with the parents/guardians as related to the preschool vision screening program to ensure proper follow-up and tracking is accomplished.
- * The PA/C will communicate with parents/guardians of referred children to inform and advise them about the need to see an eye care professional and what they need to do. Information about eye care professionals in their communities who are familiar with NMLOKS Program will be provided as well as information about the Lions funding assistance that is available for financially strapped parents who are not eligible for Medicaid or the state assistance programs.
- * The PA/C will work with appropriate eye care professionals for retrieval of follow-up data.

CANDIDATE EVALUATION (if more than one person applies)

Education

- * Candidate receives 10 pts for a BA/BS Degree with a major in an area such as business/public administration, computer science, or health sciences.
- * Candidate receives 5 pts for an Associate Degree with a major in an area such as business/public administration, computer science, or health sciences.
- * Candidate receives 2 pts for every year of direct experience in business or public management

Skills

- * Candidate demonstrates appropriate initial impression as a professional person – 5 pts
- * Candidate demonstrates grant writing knowledge and skills – 20 pts
- * Candidate demonstrates current knowledge and use of business software tools – 10 pts
- * Candidate demonstrates effective organizational skills based on experience – 3 pts each [max 6]
- * Candidate demonstrates examples of analytical and problem-solving skills – 4 pts each [max 16]
- * Candidate demonstrates examples of team-working situational skills – 5 pts each [max 15]
- * Candidate explains importance of effective communication skills – 4 pts
- * Candidate explains importance and impact of listening in a working environment – 8 pts

SALARY

The base salary is \$25,000 per year. The starting salary will be commensurate with the applicant's experience and skills.

