

**The Family Lifeline, Inc.**  
**New Mexico Marriages First Project**  
**JOB DESCRIPTION**

<b>JOB TITLE</b>	<b>Project and Event Coordinator</b>		
<b>EMPLOYEE NAME</b>			
<b>EXEMPT/NONEXEMPT</b>	<b>Exempt</b>	<b>JOB CODE:</b>	
<b>SALARY LEVEL</b>	<b>Negotiable</b>	<b>DIVISION</b>	<b>NMMFP</b>
<b>LOCATION</b>	<b>Rio Rancho, NM</b>	<b>DEPARTMENT</b>	<b>The Family Lifeline, Inc.</b>
<b>STATUS</b>	<b>Regular Full-Time</b>	<b>SUPERVISOR</b>	<b>Project Director, NMMF</b>

**SUMMARY:** To assist the project director in the overall project administrative responsibilities for the operations of the NMMFP.

**QUALIFICATION REQUIREMENTS:** Bachelor's degree preferred. Two to four years work experience related to project coordination, event facilitation, demographic analysis, research, report and general business experience. Knowledge of grant and contract compliance requirements, governmental accounting and budget procedures. Knowledge of federal and state laws, rules and regulations regarding marriage policies and laws. Knowledge of current trends and developments in marriage education. Must possess a valid driver's license.

**OTHER SKILLS AND ABILITIES:** Good communication and organizational skills. Ability to communicate effectively verbally and in writing. Ability to interact effectively with the general public, outside agencies, businesses, and others who may interact with the organization and its participants. Ability to present information to groups of people and the public as a whole. Skill in the use of personal computer and related software. Ability to adhere to confidentiality requirements.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:

1. Submit articles to local papers and magazines regarding the NMMFP project.
2. Develop and print project brochures, flyers, pamphlets.
3. Provide minutes for meetings as needed.
4. Assist with the organization, facilitation and implementation of premarital and marriage enrichment events.
5. Provide administrative support including but not limited to: answering phones, greeting visitors, photocopying, collating documents, etc.
6. Ongoing planning, development, implementation and evaluation of collaborative efforts between the NMMFP and the NM Healthy Marriage Initiative and the NM Healthy Family Coalition.
7. Compile and study trends in marriage education to aid in carrying out objectives of the project.

8. Collect, organize and analyze demographic information regarding participants' involved in project activities.
9. Arrange meetings and maintain database information for project contacts.
10. Provide general support on all project functions as needed.
11. Enhance professional growth and development through participation in educational programs, trainings, meetings, and workshops.
12. Other duties as assigned by the supervisor.

**SUPERVISORY RESPONSIBILITIES:** None

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**APPROVAL:**

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NMMFP Director

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Date