

Fort Peck Community College  
 PO Box 398  
 605 Indian Ave  
 Poplar, MT 59255  
 406-768-6300

<b>Job Title:</b>	SOAR Coordinator	<b>Position Type:</b>	Full Time – Limit to Budget Allocation
<b>Location:</b>	War Eagle Vision Building	<b>Date Closing:</b>	9/20/2024
<b>Fax or E-mail resume to:</b> (406) 768-6301 or <a href="mailto:ksears@fpcc.edu">ksears@fpcc.edu</a>	<b>Mail:</b> Kylee Sears, HR Manager Fort Peck Community College P.O. Box 398 Poplar, Montana 59255 768-6315	<b>Submit the following for employment:</b> <ol style="list-style-type: none"> <li>1. Letter of Interest</li> <li>2. FPCC Application</li> <li>3. Resume'</li> <li>4. College Transcripts</li> <li>5. 3 Letters of Reference</li> </ol>	

**Job Description**

**Job Purpose:**

The Safe on All Roads (SOAR) Coordinator will coordinate the Safe on All Roads grant project plan. This position's primary purpose will be leading the planning, coordination, and reporting for the FPCC Safe on All Roads award.

**Duties:**

- Coordination of data collection in the FPCC Service Area.
- Establishment of partnerships and strong communication lines FPCC and community members.
- Develop and plan public community outreach activities per the project's program objectives.
- Demonstrate an ability to provide effective input to the project's strategy, collect data from activities and events, and reporting requirements.

**Skills/Qualifications:**

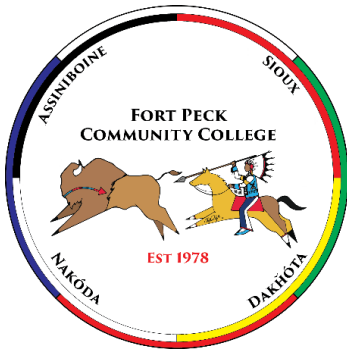
- Have the necessary communication skills in facilitating car seat information and safe driving best practices.
- Have the experience in executing community organizational activities, skills imperative to this position.

**Educational Qualifications:**

- Associate's Degree completed in the Education/Human Services/Business related field is required.

**Non-Discrimination Notice**

The Fort Peck Community College does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. Fort Peck Community College provides equal access to all individuals who meet the qualification to enroll in college classes: must have a High



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School diploma or equivalency or be a dual credit or early start student. The following person(s) has been designated to handle inquiries regarding the non-discrimination policies:

Elijah Hopkins, VP for Student Services  
P.O. Box 398, Poplar, MT 59255  
(406) 768-6371  
ehopkins@fpcc.edu

Craig Smith, President  
P.O. Box 398, Poplar, MT 59255  
(406) 768-6310  
hgourneau@fpcc.edu

For further information on notice of non-discrimination, visit <https://ocrcas.ed.gov/contact-ocr> for the address and phone number of the office that serves your area, or call 1-800-421-3481.

~All new applicants are subject to a Pre-Employment Drug Screening & Background Check~