

ATTRIBUTES OF A GOOD COORDINATOR

Hiring a coordinator is one of the most important decisions a coalition can make. Following are some valuable attributes for good coordinators.

Does the candidate your coalition is considering or the individual who currently serves as project coordinator possess a majority of the following traits?

☐ *Able to Motivate and Inspire*

- Has an ability to say and do things that give others a feeling they are playing an important part in whatever is being done.
- Can mobilize individuals with different ideas, skills and values by:
 - Communicates clearly the results that are expected.
 - Appeals to people's hearts and minds.
 - Demonstrates care for the members of the group.
 - Demonstrates confidence in their abilities.
 - Lets people know how they are progressing toward the group's goals.
- Inspires others to achieve results by:
 - Promoting the development of people's talents.
 - Recognizing the contributions of others.
 - Enabling others to feel and act like leaders.
 - Stimulating others' thinking.

☐ *Possesses Knowledge and Enthusiasm*

- Knows the latest information, statistics, trends, and programs related to the problem they are trying to solve. This is particularly important for coordinators who are unfamiliar with underage drinking or traffic safety issues. Coordinators of coalitions who come from the health care community or substance abuse prevention field should contact their state National Association of Governors' Highway Safety Representatives (NAGHSR) representative and request they be placed on relevant mailing lists for information, particularly any mailings generated by the National Highway Traffic Safety Administration (NHTSA).
- Has a vision for the organization and where they want it to be in the future.
- Is committed and enthusiastic about what they are doing. They do not readily surrender to difficulties, but overcome them. Their commitment is catching and will entice others to join the bandwagon.

☐ ***Demonstrates Initiative and Drive***

- Has courage, self-confidence, and decisiveness.
- Has persistence and patience and will push ahead, particularly when things bog down.
- Knows themselves, their strengths and weaknesses and works hard to enhance their best qualities and minimize the impact of any weaknesses.
- Originates ideas and does not hesitate to make decisions when appropriate.
- Stands up for what is important, adjusts plans and actions as necessary, communicates the strategy of the organization as a whole and creates a positive vision of the future.
- Assumes responsibility, particularly when things don't go according to plan. The "buck stops here" is a phrase that not only applies to leaders of countries, but leaders of organizations.

☐ ***Is a Good Communicator***

- Speaks and writes simply, clearly and persuasively.
- Can sum up the opinions of groups of people, and express them sharply and decisively.
- Communicates regularly with the group, making sure people know important meeting and due dates well in advance.
- Communicates expectations and decisions clearly. They are not vague, nor do they try to get results through manipulation or autocratic rule.
- Is thorough, and tries to put things in writing to avoid the pitfalls of forgetfulness, particularly when dealing with many people and a variety of projects and activities. Always tries to be fair and avoid interjecting personal likes and dislikes or prejudices.

☐ ***Is a Good Organizer***

- Able to organize meetings, send out notices, track the progress of tasks, and manage the budget.