

## **Job Description**

### **Project Coordinator**

**Salary Range: \$56,950 - \$77,050**

**Organization Name:** Workforce Connections  
**Hours/Week:** 40  
**FLSA Status:** Exempt  
**Receives Direction From:** Deputy Director & Chief Strategy Officer

#### **Job Purpose**

***This role is a full-time temporary staff position; not scheduled to exceed a seventeen-month period.***

The Project Coordinator (PC) will be responsible for assisting with the day to day planning and development of new designated projects, as well as maintaining and streamlining current projects; this includes developing action plans, analyzing goals, monitoring deadlines, and providing updates on project status. The PC will coordinate activities among multiple project partners and other key staff as projects develop.

The PC will possess strong planning, organizational communication, and interpersonal skills, and will be a leader, problem solver, effective collaborator, skillful communicator dedicated to the outcome of successful projects.

#### **Essential Job Functions**

- Collaborates with staff on the development and review of project plans, timelines, milestones/ goals, schedules, and resources throughout full phase of a project.
- Implements and monitors project schedules; maintains project meeting minutes and distribution.
- Prepares meeting agendas and meeting minutes (documenting key decisions and action items).
- Responsible for communications of project related issues to senior management and relevant parties.
- Works closely and effectively with Workforce Connections (WC) staff and external partners to ensure all project designs are thoroughly documented and meet the high-quality standards required.
- Provides support in execution of projects, master schedules, reporting requirements, and tracking meetings and milestones.
- Provides back-up coverage for front desk receptionist as necessary; to include regular rotation and unforeseen coverage.
- Oversees and carries out various day-to-day high-level administrative functions.
- Assists with Programmatic functions: Workforce Innovation Opportunity Act (WIOA) Title I monitoring, desk reviews and support tickets.
- Coordinates evaluation and reporting activities to ensure applicable reports are submitted in a timely fashion.
- Provides support in serving as the informational point of contact for specific project activities.
- Provides support in decision making processes using established guideline, procedures, and or policies.

- Works with WC staff in support of establishing goals, scopes of services, processes, and performance management protocols for emerging and pilot initiatives to build partnerships, collaborations, and coalitions.
- Works with WC staff in development and implementation planning and project management processes to ensure the effective coordination and integration of resources.

### **Other**

- Manages confidential information.
- Regular and consistent attendance.
- Other duties as assigned.

### **Abilities**

Ability to gather and analyze facts, to devise solutions to problems, to prepare clear and concise reports, follow instructions, attention to details and to perform with a high level of accuracy, completeness, and legal compliance. Ability to work in a team environment; work effectively with others, provide effective client service and public relations, display strong interpersonal and communication skills, both verbally and in writing, organize, prioritize, research, and plan. Ability to correctly interpret, explain and apply policies and procedures, understand, and follow oral and written instructions, ability to communicate clearly and concisely, both orally and in writing. Ability to establish and maintain cooperative working relationships with those contacted in the course of work; ability to interact with a variety of individuals from socio-economic, ethnic, and cultural backgrounds in sensitive or difficult situations.

Requires repetitive movement, sitting, writing letters and memos, face-to-face discussions with individuals or teams, use of electronic mail, telephone conversations, contact with others (face-to-face, by telephone, or otherwise). Requires the opportunity to make decisions without supervision, freedom to determine tasks, priorities, and goals, repeating the same physical activities or mental activities over and over; requires being exact or highly accurate, requires meeting strict deadlines. Requires work with external providers, customers or the public, work with others in a group or team, coordinating or leading others in accomplishing work activities. Requires travel to multiple sites and locations.

### **Work Environment**

Requires working indoors in environmentally controlled conditions. Job tasks are performed in close physical proximity to other people. Travel to multiple sites.

### **Qualifications**

#### **Experience and Education**

Bachelor's degree in appropriate discipline preferred and three years of proven superior project management experience preferred; Project Management Professional certification is a plus.

Working knowledge of WIOA Title I preferred; solid organizational skills including attention to detail, and multitasking skills required; must possess the ability to work as a productive and collaborative team player; ability to follow instructions and work independently when needed. Requires the ability to deal effectively with a variety of individuals both inside and outside of the organization. Excellent critical thinking, problem solving skills, written and oral communications required. The ideal candidate will demonstrate high Emotional Intelligence (EQ) in all capacities.

Any combination of education, training and experience that demonstrates the ability to perform the duties of the position will be considered.

### **Skills**

**Basic Skills:** Active learning, active listening, critical thinking, basic math to include adding, subtracting, multiplication, division, reading comprehension, speaking, writing.

**Social Skills:** Coordination, instructing, negotiation, persuasion, service orientation, social perceptiveness.

**Problem Solving Skills:** Basic problem solving.

**Systems Skills:** Judgment and decision-making.

**Resource Management Skills:** Time management.

**Desktop Computer Skills:** Spreadsheets, presentations, internet navigation, word processing.

**Other:** Must possess a valid state driver's license and maintained throughout employment.