POSITION DESCRIPTION

POSITION TITLE: COORDINATOR – PROJECT MANAGEMENT
DEPARTMENT:
SUPERVISOR'S TITLE:
TITLES SUPERVISED: N/A
TOTAL NUMBER OF FTE'S DIRECTLY SUPERVISED: 0
TOTAL NUMBER OF FTE'S INDIRECTLY SUPERVISED: 0

PURPOSE OF POSITION: Coordinate and support assigned efforts in support of projects.

REQUIRED SKILLS: Effective communication skills (verbal, written, and interpersonal). Demonstrated ability to work collaboratively with diverse teams and interface effectively with stakeholders. Working knowledge of PC-based software applications (Excel, Word, PowerPoint) and familiarity with web-based applications for collecting/ reporting data. Attention to detail and ability to manage delegated tasks to completion. Ability to conduct basic secondary research (e.g., literature reviews) and support basic quantitative and qualitative analysis. Comfortable working in a dynamic, fast-paced environment. Responsive to requests/ input. Ability to develop/ learn new skills.

QUALIFICATIONS:
Required:
  ▪ Associate's degree
  ▪ Plus three years of experience working in a project-based environment
  ▪ Or equivalent combination or education and experience
Preferred:
  ▪ Bachelor's degree
  ▪ Plus one year of experience working in a relevant, project-based environment

MAJOR DUTIES AND RESPONSIBILITIES:
1. Project Coordination: Coordinate meetings and events (scheduling, facility logistics). Support creation of reports and updates, create/ maintain electronic and hard copy project files. May utilize project management software to track project. Set priorities for tasks based on importance and urgency. Document meeting minutes and action items during meetings and perform follow-up as appropriate. Learns project management principles, and begins to take on assigned elements of small scale projects with the direction and guidance of more senior-level colleagues.
2. Project Execution: Executes tasks in accordance with the project plan. Supports successful project execution by providing support and coordination. Understand and meet expectations for deliverable quality and timeliness. Under the direction of team members begins to participate in the development of project deliverables.
3. Research Support: Perform basic primary and secondary data collection (e.g., literature reviews), summarize findings, draw appropriate conclusions, and effectively communicate results to team. Coordinate collection of data. Conduct/ support basic qualitative and quantitative analysis of project data. Assist more senior-level colleagues in the development of regulatory/reporting activities.
4. Communication: Interface with internal and external stakeholders. Compose, and edit written and verbal communications. Learn to facilitate small group discussions. Keep team members appropriately informed.