



## JOB DESCRIPTION

<b>JOB TITLE:</b>	<b>MSWC Project Coordinator</b>	<b>Full-Time</b>	<b>LAST UPDATE:</b>	<b>May 2016</b>
<b>REPORTS TO:</b>	<b>Girl Zone Manager/CH Manager</b>		<b>Salary Range:</b>	<b>24k-28k</b>

### **POSITION SUMMARY:**

The Project Coordinator will run, administer and organize all project activities in cooperation with and under the direction of the Project Manager, aiming at excellence in execution of assigned project.

### **RESPONSIBILITIES**

Coordinate project management activities, resources, equipment and information  
Liaise with clients and partners to identify and define project requirements, scope and objectives  
Make certain that clients' needs are met as the project evolves  
Help prepare project proposals, timeframes, schedule and budget  
Monitor and track project progress and handle any issues that arise  
Act as the point of contact and communicate project status adequately to all participants and partners  
Implement GZ curriculum on assigned campuses  
Community presentations as assigned  
Media Justice liaison  
Data entry  
Create and maintain comprehensive project documentation, plans and reports

### **REQUIREMENTS**

3+ years of experience in project coordination in a related field  
Previous experience in cooperating with Project Managers for the delivery of projects  
Excellent client-facing and internal communication skills  
Excellent written and verbal communication skills  
Solid organizational skills including attention to detail and multitasking skills  
Strong working knowledge of Microsoft Office and of project management tools

### **SKILLS:**

Excellent communication skills, organized, and punctuality a must  
Must be able to conduct themselves in a professional manner that demonstrates respect for others at all times  
Demonstrate leadership in the coordination and facilitation of program activities  
Able to work collaboratively with other staff members in a team environment

### **OTHER REQUIREMENTS:**

No special licenses required  
All applicants will be required to sign a release form for the Center to conduct a criminal record background search. This is a prerequisite to working with children.  
Must have access to reliable transportation. Mileage will be reimbursed for outside travel for programming  
Must be able to work the hours required by program needs including some nights and weekend hours  
Must dress professionally and/or appropriate as outlined in the personnel policies

### **PHYSICAL REQUIREMENTS:**

Able to lift 10 – 20 lbs. of files, reports, documents, or supplies  
Able to bend at the waist, kneel or crouch as necessary to perform essential duties  
Able to sit or stand for long periods of time as necessary to perform essential duties  
Able to engage in sports activities, including but not limited to swimming, running, jumping, and extended walks.

### **EDUCATION:**

Bachelor's Degree

### **EXPERIENCE:**

Previous experience working with elementary and/or middle school youth required (1-2 years' experience)  
Previous experience with event planning (1-2 years' experience)