

## Project Coordinator Job Description

### **Nature of Work:**

Performs a variety of administrative, technical and professional work in preparation and implementation of economic and community development plans, programs and services.

This full time position is responsible for working under the direct supervision of the Executive Director. The position will assist in the promotion of the business and economic development interests within the county. This position will include working with several local, regional and state partners to provide guidance to individuals and companies to establish, relocate or expand their businesses within the county. This position will include assistance in the planning and coordination of community development projects.

### **Essential Duties and Responsibilities:**

Under limited supervision, performs professional and administrative work in the planning, directing and supervising the activities of the organization. Work involves the creation and implementation of economic development strategies for the county and cities.

Assists the Executive Director with creating and implementing strategies to enhance the economic well-being of the county. Manages programs and activities as directed by the Executive Director.

Provides direct assistance to the Executive Director with tasks such as:

- Support the office by completing daily tasks such as recording meeting minutes, coordinating events and client meetings and responding to inquiries
- Liaise with community groups, committees and Board of Directors
- Prepare financial reports and monitor project expenses
- Oversee all aspects of general office coordination
- Maintain confidentiality in all aspects of client, staff and agency information
- Interact with clients, vendors and visitors
- Maintain office calendar to coordinate work flow and meetings
- General clerical duties including answering telephones, open and sort mail, copying, faxing and filing
- File and retrieve organizational documents, records and reports
- Maintain records for staff and clients
- Create and modify documents such as invoices, reports, memos, letters and financial statements using word processing, spreadsheets, databases and/or other presentation software such as Microsoft Office, Quickbooks or other programs
- Conduct research, compile data and prepare papers for consideration and presentation to the Executive Director, staff and Board of Directors
- Interact with the organization's Board of Directors
- Attend organizational meetings, committee meetings or other meetings as requested
- Compile, transcribe and distribute meeting minutes
- Make travel arrangements for staff



## Project Coordinator Job Description - 2017

- Arrange for the repair and maintenance of office equipment
- Assist with design and creation of marketing and promotional materials
- Support staff in assigned project-based work
- Maintain a variety finances, including, but not limited to, TCEDC, TUG, and Young Professionals groups
- May be responsible for accounts receivable, accounts payable, bank statement reconciliation, and payments on loans for a variety of entities/organizations
- May be responsible for maintenance of multiple websites
- May be responsible for multiple social media accounts
- May assist in grant writing

### **Training and Experience:**

- Computer proficient including Word, PowerPoint, Excel, Access, Publisher and Quickbooks
- Excellent writing, analytical and problem-solving skills
- Knowledge of principles and practices of organization, planning, records management and general administration
- Knowledge of the basic principles and practices of bookkeeping
- Ability to communicate effectively
- Ability to operate standard office equipment, including but not limited to, computers, telephone systems, copy and fax machines
- Ability to follow oral and written instructions
- Ability to complete a project from start to finish with little direction

### **Preferred Qualifications:**

- Bachelors Degree in Business, Finance, Marketing, Communications or similar field of study
- Three years experience in general office responsibilities and procedures
- Must be computer proficient
- Knowledge of principles and practices of basic office management and organization
- Knowledge of the basic principles and practices of bookkeeping
- Ability to work well either alone or as part of a team

### **Minimum Qualifications or Standards Required to Perform Essential Job Functions:**

Physical requirements: Tasks involve the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and which involves some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (up to 20 pounds).

Language Ability: Requires ability to read a variety of strategic plans and proposals, data, codes, analytical reports, correspondence, etc. Requires the ability to prepare budget documents, complex plans and reports, analytical reports, correspondence, etc., with proper formatting, punctuation, spelling and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control and confidence.

## Project Coordinator Job Description - 2017

**Verbal Aptitude:** Requires the ability to record and deliver information, to follow and give verbal and written instructions. Must be able to communicate effectively and efficiently in a variety of technical and/or professional languages.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width and shape, and visually read a variety of information.

**Motor Coordination:** Requires the ability to coordinate hands and eyes using office machinery; to operate motor vehicles.

**Manual Dexterity:** Requires the ability to handle a variety of items, keyboards, office equipment, control knobs, buttons, switches, catches, etc. Must have minimal levels of eye/hand/foot coordination.

**Color Discrimination and Visual Acuity:** Requires the ability to differentiate colors and shades of color; requires the visual acuity to determine depth perception, peripheral vision, inspection for small parts; preparing and analyzing written or computer data, etc.

**Interpersonal Temperament:** Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress when confronted with emergency situations or tight deadlines. May be subject to tension as a regular, consistent part of the job.

**Physical Communications:** Requires the ability to talk and hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear).

**Computer Skills:** Requires sufficient expertise with computers to produce effective spreadsheets, word processing documents, e-mail communications, and other computer skills to efficiently accomplish the duties assigned.

### **Performance Indicators:**

Evaluation: There will be an annual evaluation of the Project Coordinator, performed by the Executive Director. Specific performance indicators will be used.

### **Benefit Package:**

This position will be a salaried position with salary dependent on experience. The benefit package will include individual health, dental and vision in accordance with Trail County benefits, as well as county retirement.

**DISCLAIMER:** This job description is not an employment agreement or contract. The board and the Executive Director have the exclusive right to alter this job description at any time without notice.