**Project Coordinator**

The Project Coordinator will provide content leadership, implementation, and operational coordination to projects within the Coalition.

**Duties of this position include:**
• Contribute to project planning, including development, implementation and monitoring of work plans, timelines, budgets, milestones and deliverables
• Write, edit, and format publications, presentations and reports related to assigned projects
• Support development of funding proposals and progress reports
• Conduct background research and scope discussions for new projects
• Represent partner, sponsor and vendor communications, and at meetings and conferences
• Research and analyze project impact, and strategic value
• Document project activities and accomplishments
• Keep Project Managers informed about progress, milestones, potential and emerging challenges, and feedback from project partners and sponsors

- Establish and maintain positive collaborative relationships with relevant community agencies.

- Participate in community meetings as a representative of the agency
-delegate and oversee work assignments
-ensure that service delivery is performed according to the organization's mission, policies and procedures and service philosophy
-identify unmet training needs
-conduct performance evaluations

Job Requirements

**QUALIFICATIONS:**
REQUIRED:
All degrees must be from an accredited university.
- Bachelor’s degree in a Human Services related field

- Minimum of three years of experience in a social service setting
- Minimum of two years of supervisory experience
- Must be able to work flexible hours
- Florida Driver's License within 30 days from hire

**SKILLS:**
- Knowledge of community social services
- Ability to analyze and condense information
- Creative problem solving skills
- Knowledge of the socio-cultural characteristics of service population
- Effective leadership skills
- Effective crisis intervention skills
- Effective management practices
- Ability to work as a team
- Ability to handle confidential information appropriately
- Ability to travel
- Ability to learn computer skills sufficient to perform all essential functions