**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