

POSITION DESCRIPTION
Project AWARE

PROJECT CO-COORDINATOR

Job Summary: The Project Co-Coordinator will assist the Project Coordinator to provide direction of the Project AWARE grant activities and maintain a positive working relationship with the mental health service provider partner of this grant.

Reports to: Project Coordinator

Job Responsibilities:

1. Successfully support the implementation and administration of the Project AWARE project plan and achieve operational objectives to ensure the flawless execution of all program activities.
2. Work and coordinate project activities with project coordinator and relevant stakeholders in the school sites and communities served.
3. Assist in the definition of project scope and objectives, involving all relevant stakeholders and ensuring technical feasibility.
4. Support the development and implementation a detailed project plan to monitor and track progress using appropriate tools and techniques (including creation and maintenance of comprehensive project documentation).
5. Coordinate and schedule project activities with school project small group school facilitators (teachers, administration, and staff) when necessary along with the project partner mental health provider.
6. Successfully manage the relationship with all stakeholders.
7. Perform risk management to minimize project risks.
8. Establish and maintain relationships with all internal constituencies and all third parties/vendors.
9. Provide customer service to resolve problems and ensure high-quality program implementation.
10. Determine process and project improvements.
11. Create and maintain comprehensive project documentation.
12. Explore opportunities to add value to project implementation.
13. Follow all school and grant policies and procedures.
14. Provide 1:1 student support as needed
15. Other duties as assigned.

Qualifications:

1. Candidate possess a valid service license (social work, counseling, etc.).
2. Proven working experience managing projects.
3. Proven experience managing project accounting and reporting.
4. Experience motivating, inspiring, and managing teams.
5. Solid organizational skills including attention to detail and multi-tasking skills.
6. Ability to multi-task under time constraints.
7. Excellent written and verbal communications skills.
8. Strong working knowledge of Microsoft Office, especially Word and Excel.
9. Ability and flexibility to travel to required meetings.

Amount of Travel Required:

Up to 15%

Salary Range:

\$51,000 to \$63,000 (depending on qualifications and experience) plus benefits

Hours:

8-hour workday, full time employment