

POSITION DESCRIPTION
Project AWARE

PROJECT COORDINATOR

Job Summary: The Project Coordinator will provide direction of the Project AWARE grant activities and personnel.

Reports to: Little Wound School Superintendent

Job Responsibilities:

1. Successfully implement and administer 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 staff 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. Develop and implement a detailed project plan to monitor and track progress using appropriate tools and techniques (including creation and maintenance of comprehensive project documentation).
5. Management of all project related expenses and close collaboration with Little Wound School Business Manager (fiscal agent) to ensure all project activities are properly accounted for and delivered within budget.
6. Manage, process, and track all project related expenses.
7. Coordinate and schedule project activities with school project small group school facilitators (teachers, administration, and staff) when necessary.
8. Successfully manage the relationship with all stakeholders.
9. Perform risk management to minimize project risks.
10. Establish and maintain relationships with all internal constituencies and all third parties/vendors.
11. Provide customer service to resolve problems and ensure high-quality program implementation.
12. Determine process and project improvements.
13. Oversee outreach and troubleshooting support for all project activities to ensure high-quality program implementation.
14. Create and maintain comprehensive project documentation.
15. Provide a monthly written report to the Little Wound School Board.
16. Explore opportunities to add value to project implementation.
17. Follow all school and grant policies and procedures.
18. 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:

\$55,000 to \$67,000 (depending on qualifications and experience) plus benefits

Hours:

8-hour workday, full time employment