

Project Coordinator

The position of **Project Coordinator** reports to a designated member of the Workforce Investment Manager Team, or as assigned.

Purpose:

The Project Coordinator supports the administration of workforce development projects and programs at Worksystems, the local workforce development board for the City of Portland, Multnomah and Washington Counties.

Primary Responsibility:

- Support the Worksystems Program Team and project management processes, using detailed checklists and project plans to help ensure that Worksystems stays on target with internal and funder timelines for administering funds and implementing programming.

This Work Includes, but is Not Limited To:

- Providing quality control for work produced by Worksystems staff, including copy editing.
- Tracking contractor performance data in real time via online reporting systems and preparing summaries for Worksystems staff.
- Updating communication documents, including flyers and newsletters.
- Scheduling and helping to manage logistics for meetings and events that include a diverse array of community partners.
- Assist with preparation for various program training sessions and follow-up with attendee survey and support
- Field responses from website systems and refer to appropriate staff members
- Facilitating the completion of required paperwork for the internal contracting process

Desired Skills and Abilities:

- Strong skills in copy editing, including grammar, punctuation and layout
- Knowledge of proper phone and email etiquette
- Ability to work well under pressure, multi-task and meet deadlines
- Excellent oral and written communication skills, interpersonal skills and presentations skills
- Ability to prepare clear, concise, and typically error-free materials
- Effective problem-solving, time-management and organization skills
- Ability to track and maintain budgets
- Ability to monitor and inform staff of upcoming deadlines in a professional manner
- Strong scheduling skills for both small and large meetings using email, Outlook or other online tools

Qualifications:

- Education requirements: High School Diploma or equivalent required, Associates degree or equivalent combination of education and related experience
- Demonstrated experience in mid-level administrative support for a staff of 10 to 15 people
- Experience with Event coordination and planning, including attendee registration management, tracking and follow-up
- Demonstrated Ability to work independently and as a team player
- Social Media Experience (Twitter/Facebook/LinkedIn)

Salary Grade: N6