



EMPLOYEE JOB DESCRIPTION

POSITION: PROJECT COORDINATOR

REPORTS TO: INFORMATION, TECHNOLOGY AND HUMAN RESOURCES MANAGER

COMPENSATION: SALARY RANGE FOR POSITION

FLSA STATUS: EXEMPT

COMMITMENT TYPE: FULL-TIME

BASE OF OPERATIONS: DOVER

EFFECTIVE DATE: MARCH 1, 2017

REVISION DATES: APRIL 25, 2019

SUMMARY

The Project Coordinator is responsible for providing administrative support to the Information, Technology and Human Resources Manager, the Director for Client Services and the Chief Executive Officer (CEO) in the management of a wide variety of projects.

ESSENTIAL FUNCTIONS

- Project Coordination
 - Maintain a master training log for all Children's Advocacy Center (CAC) staff
 - Create and maintain a master project schedule
 - Develop project strategies
 - Maintain and monitor project scope, plans, schedules and outcomes
 - Organize, attend, participate and document results of project stakeholder meetings
 - Ensure that projects adhere to frameworks and that appropriate project documentation is maintained and distributed
 - Follow up on important issues, action items and decisions from meetings
 - Ensure project stakeholder views (internal and external) are managed toward the best outcome for the project
 - Provide administrative support to the project as required
 - Ensure project deadlines are met
 - Support project execution
 - Provide post implementation evaluation

➤ **Administrative Support**

Provide administrative support to the Information, Technology and Human Resources Manager, the Director for Client Services and the CEO including, but not limited to the following areas:

- **Board of Directors**
 - Schedule meetings, secure meeting venues, set-up and attend Board meetings
 - Prepare written materials such as agendas, meeting minutes, reports, etc.
 - Maintain the Board Handbook
- **General**
 - Assist in the drafting, editing and distribution of a wide variety of documents and reports
 - Schedule and coordinate statewide staff meetings and the annual Employee Recognition Reception
 - Assist with internal and external communications
 - Assist with internal and external meeting coordination
 - Assist in maintaining/updating CAC website content as needed
 - Serve as a member of the Administrative Team and attend and participate in team meetings
 - Represent the CAC at select community events

- All other responsibilities and duties as from time to time designated by the Information, Technology and Human Resources Manager, the Director for Client Services or CEO, or added to the scope of responsibility for this position

PROFESSIONAL STANDARDS

- Perform job duties in accordance with professional ethics and organizational policies and procedures
- Effectively manage time, resources, and workload priorities in order to meet deadlines and produce quality work
- Effectively work with others in a collaborative, team environment
- Demonstrate professionalism and excellent interpersonal skills with clients, co-workers, MDT members, Board of Directors and vendors
- Regularly exercise professional discretion and judgment
- Consistently interact with others in a culturally competent manner
- Maintain strict confidentiality
- Demonstrate excellent oral and written communication skills
- Maintain excellent attention to detail and accuracy
- Be adaptable and open to new ideas
- Demonstrate resourcefulness by generating new ideas or innovative approaches to problems
- Acknowledge importance of professional development by seeking out and accepting feedback and implementing necessary changes
- Seek out opportunities for professional development to stay abreast of current best practices in the field

JOB REQUIREMENTS AND QUALIFICATIONS

Education:

- Bachelor's degree, Associate Degree plus two (2) years of experience in a related field, or high school diploma or equivalent plus four (4) years of experience in a related field

Training, Licenses, and Certifications:

- Must be trained in (and/or be willing to be trained in) CAC personnel policies, procedures, programs and services
- Must be trained in (and/or be willing to be trained in) the principles of Project Management
- Must be trained in (and/or be willing to be trained in) CAC/Multidisciplinary Team (MDT) concept
- Must be trained in (and/or be willing to be trained in) the fields of child welfare and victimization
- Valid Driver License

Experience:

- Demonstrated proficiency working with Microsoft Office
- Working both independently and in a team environment
- Producing clear, concise, accurate and grammatically correct written materials of varying degrees of complexity and detail
- Effectively managing multiple projects simultaneously
- Providing administrative support to management level employees
- Coordination of resources related to a project or event
- Delivery of clear and concise oral presentations
- Working with confidential information

Knowledge:

- Knowledge of the CAC/MDT approach to the investigation of child abuse cases
- Knowledge of the dynamics of child physical and sexual abuse and impact child maltreatment has on child victims and family members
- Knowledge of project management principles and practices
- Knowledge of basic office equipment and systems and project management software

Other:

- Employment dependent upon successful completion of background checks
- Ability to read, write and speak English fluently
- Bending, stooping, reaching and other movement required in an office setting
- Lifting office supplies and materials (up to 20lbs)
- Ability to work a flexible schedule, as position sometimes involves evening and weekend hours
- Ability to travel occasionally for educational or business purposes