



<b>Position Title:</b>	Project Coordinator	
<b>Reports To:</b>	Project Leader	
<b>Department:</b>	Walmart Brighter Futures Project	<b>Job Code:</b> 4181
<b>Prepared By/Date:</b>	Linda Scharf/10-05-2009	<b>Job Group:</b> SNE
<b>Approved By/Date:</b>	Linda Scharf/10-26-2009	<b>Salary Grade:</b> 12
<b>Revised:</b>	Jennifer C. Brito/10-23-2009	<b>FLSA Status:</b> Non-Exempt

### **Summary:**

The Project Coordinator will assist in administrative support of the Walmart Brighter Futures Project Back to Work Center and coordination of related activities.

### **Essential Duties and Responsibilities:**

- Coordinates and performs a range of staff and/or operational support activities for the Walmart Brighter Futures Project
- Monitors and documents program successes, including programmatic and service innovations, and program participants' success stories
- Serves as liaison with other departments and operating units in the resolution of day-to-day administrative and operational problems
- Serves as liaison with governmental and community agencies, One Stop Career Centers and local employers.
- Oversees and assists with preparation and maintenance of materials and documents for this grant, including related contracts and budgets
- Monitors expenditures and reconciles financial statements
- Collects data related to grant activities
- Maintains tracking system for participants
- Writes reports and produces newsletters using desktop publishing tools and multimedia products
- Proofreads and edits material for grammatical and factual accuracy
- Coordinates the kickoff events for press, partner businesses and agencies
- Communicates with area employers to promote internship and employment opportunities for dislocated worker student.
- Performs other duties as assigned

### **Knowledge, Skills and Abilities:**

- Knowledge of MDC programs and workforce programs.
- Knowledge and familiarity with student services processes (e.g., outreach, advising, recruiting, retention, career services).
- Knowledge of student engagement and active learning strategies.
- Skill and proficiency in Microsoft Word, Excel, Outlook, PowerPoint and other related computer programs plus use of educational technology tools.
- Excellent interpersonal, written and communication skills, including mastery of business English, spelling, punctuation and arithmetic
- Ability to work collaboratively and effectively with multiple constituents, departments, community based organizations and other service partners.
- Ability to work in a multi-ethnic and multi-cultural environment with students, faculty, and staff.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the noise level in the work environment is usually quiet.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand and reach with hands and arms. The employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. The employee is occasionally required to walk and sit.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**Essential Personnel:**

Non-essential

**Minimum Requirements:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Associates degree in a related field and four (4) years of experience in an advanced administrative support position.

**ACKNOWLEDGEMENT**

I have read and acknowledge receipt of a copy of my job description.

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Signature

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Date

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Printed Name