

JOB DESCRIPTION

JOB IDENTIFICATION		
Job Title: Project Coordinator	Department Name:	Date: 9/29/17
Reports to:	Status: Full Time	

JOB SUMMARY

The Project Coordinator reports to the Director of Leadership Development and is responsible for project logistics, organization and flow of information including but not limited to administrative tasks, project documentation, plans, reports and scheduling as well as the maintenance of the data base and collateral materials. NYCLA practitioners and leaders are committed to racial equity and social justice. All members of this organization are expected to ensure that our practices and programs guide and support leaders in transforming schools into places where all students are provided with a quality education, regardless of factors such as race.

JOB DUTIES & RESPONSIBILITIES

Essential job functions & responsibilities

- Works closely with the Director (Project Manager) to ensure the project's success
- Acts as an internal project manager, keeping related processes running smoothly
- Has a deep understanding of the project
- Maintains precise timekeeping reports
- Arranges travel and monitors expenses
- Accurately creates all relevant materials
- Schedules and maintains calendars
- Synthesizes information for documentation

KNOWLEDGE, SKILLS AND ABILITIES

Experience & Education

- Bachelor's degree
- Proficiency with Microsoft Office
- Familiarity with Data Base Management
- A minimum of 2 years work experience in a team environment preferably in education/consulting or project management
- Demonstrable problem solving skills
- Exemplary communication skills
- Ability to travel

KEY COMPETENCIES

- Demonstrates solid judgment
- Takes initiative
- Resourceful and action oriented
- Manages execution
- Focuses on Outcomes
- Effective Communicator
- Collaborative, resolves conflict and demonstrates interpersonal savvy
- Authentic, flexible and adaptable