**EAST JOB DESCRIPTION**

**JOB TITLE:** Project Coordinator

**SUMMARY:** The Project Coordinator works with the Sr. Director of Program Services in the planning, coordination and performance of specialized projects both internally and externally. The Project Coordinator actively fosters relationships with school personnel and external entities to further the mission of EAST. The Project Coordinator assists in EAST professional development training and other support activities.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

* Operationalizes grants and project opportunities in conjunction with the Sr. Director of Program Services, the Development Coordinator, and other staff as identified in alignment with the organization's mission and goals.
* Serves as the central point of contact and communicates/collaborates with EAST programs, EAST partners, and clients related to project
* Assists in documenting special project progress and creating summary reports for EAST.
* Manages internal tracking of projects specific to EAST programs to include publishing, communication, reporting, etc. in collaboration with the Communications Manager.
* Coordinates with appropriate staff members (as identified in the project plans/grants) to accomplish projects.
* Performs onsite support to EAST programs related to projects.
* Reports on site visits using standardized processes.
* Provides feedback related to EAST Programs to the Senior Director of Program Services, and other staff members as needed.
* Fosters relationships through various means of communication with EAST facilitators, school administrators, and external project partners to further the mission of EAST
* Other duties as assigned.

**SECONDARY DUTIES AND RESPONSIBILITIES:**

* Works with staff and committees to plan and deliver the Annual Conference, Summer Seminar, and other EAST events.
* Assists with EAST Professional Development and Education Unleashed as needed.
* Provides direct support through scheduling and performing on-site program evaluations as needed.
* Represents the interests of EAST at various events and conferences
* Develops and assists with EAST budgets as needed

**QUALIFICATIONS:**

* 4-6 years’ experience in project coordination required
* Knowledge of EAST methodologies preferred
* EAST classroom Facilitator experience a plus
* Proficient in Microsoft Office,Google tools,and project management software or CRM
* Strong communication and relationship building skills
* Good presentation skills
* Experience in an educational setting and/or non-profit experience recommended.
* Ability to deliver presentations (especially training that integrates technology) and communicate with a diverse population of learners.
* Ability to think creatively, take initiative and ownership of projects, and work as part of a team.
* Ability to make independent decisions and take calculated risks.
* Organized and able to effectively and efficiently meet deadlines in a dynamic office environment.
* Exhibits a positive attitude.
* Must be extremely detail-oriented.
* Must have a current, unrestricted driver's license
* Must have the ability to travel overnight

**SUPERVISORY RESPONSIBILITIES:**

* None

**EDUCATION AND/OR EXPERIENCE:**

* High school diploma or equivalent
* College degree or equivalent work experience required
* Project coordination required

**LANGUAGE SKILLS:**

* English language: including punctuation, spelling, grammar, and writing technique
* Excellent written and verbal communication skills

**REASONING ABILITY:**

* Ability to problem solve using deductive reasoning skills in a timely manner

**MATHEMATICAL SKILLS:**

* Basic skills including but not limited to addition, multiplication and division of whole numbers, decimals and fractions

**PHYSICAL DEMANDS:\***

* Ability to occasionally lift 35 pounds
* Ability to drive a car
* May frequently be required to stand, walk, use hands, reach, stoop, kneel or bend, talk, or hear

\*Requests for accommodation need to be directed to Human Resources.

**WORK ENVIRONMENT:**

* Quiet to moderate noise level
* Fast paced, collaborative and positive

Signature Print Name Date