

SPECIAL SERVICE FOR GROUPS
Job Announcement

Title: Special Projects Coordinator

Division: HOPICS

FLSA: Non-Exempt, Full time

Supervisor: Division/Deputy Director

Pay Range or Rate: DOE

Revised: 02/04/2021

Under the direction of the Division/Deputy Director, the Special Projects Coordinator will have primary responsibility for implementation of special projects in coordination with vendors, technology companies, and local government agencies. S/he will provide oversight and direction to new and upcoming projects for SSG/HOPICS. The Special Projects Coordinator is expected to exercise discretion and independent judgment when implementing and coordinating tasks customarily and regularly for HOPICS and must have the ability to handle shifting priorities and multiple projects independently. The Special Projects Coordinator spends more than one-half of scheduled work time performing project priorities duties.

Essential Functions:

- Serve as the primary liaison for development and implementation of specialty projects that require immediate oversight and management.
- Assist with development of scopes of work, action steps, milestones, action items, and implementation plans.
- Communicate important updates to all stakeholders.
- Coordinate and arrange discovery, planning and working meetings with vendors, HOPICS employees, program participants and other stakeholders.
- Develop an in-depth understanding of project scopes of work and particulars i.e., timeframes, financials, outcomes.
- Report relevant documentation and information with project teams.
- Provide project management support to the HOPICS senior management team to ensure the project runs smoothly and progress is made toward the end goal of implementation.
- Coordinate internal and external communications regarding initiatives of the project and between various key decision makers and stakeholders.
- Inform the design and implementation of project workflows and support the iterative process as needed.
- Coordinate with various members of the project team and the partner to develop a timeline, create schedules, and oversee progress to make sure goals are met on time.
- Participate in project design meetings and propose improvements if necessary.
- Evaluate potential problems and technical glitches and develop solutions.
- Manage project-related paperwork by ensuring all necessary materials are current, properly filed and stored.
- Direct project correspondences by preparing and reviewing project proposals, memos, meeting minutes and emails.
- Adhere to budget by monitoring expenses and implementing cost-saving measures.
- Support division-wide projects and serve as general liaison related to the team's priorities.

Special Service for Groups is an Equal Opportunity/Affirmative Action Employer

- Collaborate with various departments across the organization to execute mission- and operations-focused projects such as database overhauls and the streamlining of internal and external processes.
- Analyze processes and identify areas of improvement.
- Maintain accurate project files; collect and report data as needed for reports and evaluation.
- Prepare reports with executive summaries, detailed information, data analysis and recommendations.
- Coordinate with Operations and IT team on staffing needs, such as office relocations.
- Maintain knowledge of trends, best practices and new technologies in the field of project management and submit suggestions for how this knowledge can be applied to the organization's operations and direct services departments.
- Perform duties based on professional practice with State/ Federal Government contracts and grants.
- Submit weekly and monthly reports in a timely manner.
- Maintain appropriate boundaries; and adhere to SSG's Code of Ethics and HOPICS' Core Values.
- Represent the Agency in a professional manner at meetings and community events.

Minimum Qualifications:

- Bachelor's Degree in Project Management, or Business Administration, or Project Management Certification.
- Minimum of three to five years of project management or administrative specialist experience working in a non-profit or social service environment.
- Strong team player, familiar with team dynamics and willing to work in a team environment; experience and comfort working as part of a multi-disciplinary and multi-cultural team.
- Excellent written and oral communication and time management skills
- Ability to work at a macro level, keeping in mind the broader vision, while also attending to operational details.
- Ability to communicate effectively, both written and orally.
- Ability to organize and manage multiple priorities.
- Knowledge of portal systems and databases.
- Ability to multi-task and prioritize in fast-paced environment.
- Past success working with strategic partners, with the ability to cultivate existing relationships.
- Verification of Employment Eligibility and Background Check.
- TB test required (Not more than (3) months prior to or (7) days after Date of Hire, and renewed annually thereafter)
- COVID-19 Test Required Pre-Employment
- CPR and First Aid Certification required within 30 days of employment with company.
- Valid Driver's License and auto insurance required. Reliable transportation is required.
- Ability to work afterhours and weekends as needed.

Supervisory Responsibilities

This position does not have any supervisory responsibilities.

Physical Requirements

Typically spends time sitting, standing, typing, thinking, writing, walking, driving, carrying (max. 25 lbs.), listening, speaking.

Mental Requirements

This position will require the individual to be able to handle any and/or all the following: constant distractions, interruptions, uncontrollable changes in priorities/work schedules: be able to process information, think and conceptualize.
