

Project Coordinator/Jr Project Manager

The Project Coordinator will be responsible for leading and participating in project meetings, developing and circulating meeting minutes, developing project plans, tracking project progress, organizing and analyzing project data, and communicating with internal and external teams to ensure that project milestones are achieved. The Project Coordinator will be involved in technology-related projects, including system infrastructure deployment and change management. In addition to technology solutions, this individual will be involved in enterprise-level project management related to process innovation and development. This position reports to the Project Manager for Platform Services.

Responsibilities:

- Participate and play a key role in enterprise and departmental-level project management.
- Assist the Project Manager with leading stakeholder meetings, recording and distributing meeting minutes, and coordinating meeting times and availability.
- Assist the Project Manager with defining the roles and responsibilities of stakeholders, project deliverables, milestones, and completion dates for assigned projects.
- Maintain and monitor project plans, project schedules, budgets, and expenditures.
- Generate formal and informal updates to stakeholders on overall project timeline, budget, and status.
- Coordinate with third-party partners, vendors, and service providers, in planning and execution of each project; including procurement of materials and services.
- Ensure projects adhere to established frameworks and digitally organize documentation consistently across projects.
- Participate in the implementation of technology infrastructure and services, in a project support role as new installations, implementations, and practices are developed.
- Play a supporting role in internal and external communications related to technology initiatives.

Role:

- Work with business teams to understand and document organizational requirements, and accordingly track the scope of each project or phase of implementation.
- Coordinate processes, procedures, and methods for management of projects, and related communication plans.
- Coordinate with, monitor, and motivate different teams at the enterprise level, and interact with staff at all levels in the organization.

Key Requirements:

- Ability to handle complex problems and projects that involve cross-disciplinary teams.
- Ability to work effectively both individually and as part of a team.
- Effective communication and interpersonal skills.
- Advanced competency in Microsoft applications including Word, Excel, and Outlook.
- Experience with digital management or organizational platforms such as DropBox, SharePoint, MSPProject, Smartsheets, Trello, or similar.
- Attention to detail, and excellent numerical, analytical, and problem-solving skills.
- 2-3 years of relevant work experience in a project coordinator setting.
- Any other project management or technology certifications are a plus.
- Bachelor's Degree in a business or technology management discipline, or a related field of study preferred.