**Project Coordinator Job Description**

Status: Part-time 0.X FTE or Full-time

Time Period: MMM DD YYYY – MMM DD YYYY

***Overview***

This position will play an essential role supporting this project/work.

Brief description of project/work and its goals.

***Position Overview***

Summary of the key responsibilities that will help achieve the project/work goals, and key working relationships.

***Features***

* A <insert time> contract for a p/t or f/t staff person in a setting that offers exceptional learning opportunities and professional growth, with an option for additional years pending available funding;
* An opportunity to champion a priority program within an organization committed to advancing a significant health agenda … ;
* A welcoming, open and accessible environment, which encourages initiative, cross-functional team work, knowledge-sharing and collaborative problem solving to drive excellence.

***Key Relationships***

* Reports to:
* Works closely with:
* Works with:

***Key Responsibilities:***

1. Coordinate and implement this project
2. Provide specific expertise and network connections for stakeholder discussions
3. Lead the development of curricula for the leadership training
4. Engage in Knowledge transfer and dissemination
5. Support Evaluation by data collection

***Important Short-Term Performance Objectives (6 months)***

1. Objective 1 by date.
2. Objective 2 by date etc.

***Qualifications***

1. Proven work experience as a Project Coordinator – minimum 3 years;
2. Strong communication and interpersonal skills (via phone, email and in person);
3. Excellent organizational skills with an ability to think proactively and prioritize work;
4. Facilitation skills, partnership, negotiation and problem solving skills;
5. Experience exercising discretion and confidentiality with sensitive organization information;
6. Compassion and understanding towards issues related to diversity, inequality, stigma and discrimination;
7. Interest and prior knowledge and experience in --- ;
8. Strong background in communications (internal and external, social media, etc.);
9. Related coaching experience;
10. Enthusiasm for learning and respect for diversity;
11. Experience in curriculum development;
12. Ability to work as part of a diverse team, to be a team-player and to communicate needs and challenges in a constructive and respectful way;
13. Administrative skills;
14. Proficiency in teleconference tools, Microsoft Word and Excel, etc.

***Criminal Record Check***

All successful applicants will be required to complete a Criminal Record Check and a Vulnerable Sector Check.