



Project Coordinator

The Project Coordinator is responsible for managing cross-department projects, facilitating team and company meetings, documenting, communicating updates to project stakeholders, and holding teams accountable to accomplish their goals, tasks, and aims. The ideal candidate would be a dynamic, strategic thinker with the ability to innovate and motivate others to accomplish things quickly at a high level of quality in a collaborative environment.

Project Management

This position is responsible for supporting cross-team projects, which may include:

- Driving success by anticipating roadblocks and potential solutions.
- Coordinating resources for multiple projects.
- Ensuring the development of strong project definitions, aims, and objectives.
- Creating and maintaining project documentation.
- Setting deadlines and collaborating with teams to monitor and summarize project progress.

Facilitation

This position is responsible for facilitating team, multi-team, and company meetings, which may include:

- Working closely with stakeholders to identify meeting aims and objectives.
- Preparing meeting agendas using a variety of facilitation methods.
- Creating communication plans to ensure attendees are prepared for meetings.
- Facilitating meeting conversations
- Maximizing productivity using stakeholder follow-up and helping partners with ongoing accountability.

Reporting/Analysis

This position is responsible for reporting and analysis of historical customer data, project data, and productivity data which may include:

- Reviewing and reporting team performance on projects and tasks, specifically to analyze the successful completion of short and long-term goals.
- Analyzing data to validate theories and assist team members with making informed decisions.
- Building reports and dashboards with the help of various reporting tools and methods.
- Researching and evaluating existing workflows and suggesting modifications for process improvements.