



## **Project Coordinator: A Supportive Community for All**

### **Project Overview**

The Supportive Community for All (SCFA) is a two-year project designed to facilitate the coordination of human services throughout the Snoqualmie Valley from Duvall to North Bend. The project is led by the Partner Team (Hopelink, Encompass, Mt. Si Senior Center, Snoqualmie Food Bank, and the Snoqualmie Valley Community Network).

Interested applicants should submit a letter of interest and resume to Laura Smith at [laura@svcn.info](mailto:laura@svcn.info) by June 8, 2018.

### **Job Description**

The SCFA Project Coordinator will administer and coordinate the SCFA project in conjunction with the SCFA Partner Team.

### **Areas of Responsibility**

- Provide administrative support to the SCFA Partner Team including, but not limited to: meeting coordination, agenda oversight, note-taking, and between meeting follow up on action items.
- Provide administrative support to the SCFA Work Group including, but not limited to meeting coordination, agenda oversight, note-taking, and between meeting follow up on action items.
- Assist in collecting information needed for required reports to King County.
- Review project management tools and make a recommendation to the Partner Team for a tool(s) to be used throughout the project.
- Manage project using tool(s) and support their use by the Project Team and Work Group.
- Attend all scheduled leadership and equity trainings.
- Support the Partner Team inbuilding a strong, diverse Work Group by cultivating and deepening relationships with people throughout the Snoqualmie Valley, includes attending key meetings in all cities/towns.
- Create and finalize the Work Group Participant Agreement with Partner Team input.
- Maintain an accurate project breakdown and schedule.
- Develop system to track Work Group Participant time.
- Maintain a current Work Group contact list.
- Act as the point of contact and communicate project status monthly to all Work Group participants.

- Oversee the development of the job description and hiring process of an SCFA grant writer.
- Create and maintain comprehensive project documentation including agendas, meeting notes, and other outputs.
- Monitor project progress and take corrective action to handle any issues that arise.
- Other duties as defined by the Partner Team.

### **Minimum Qualifications**

- 3-5 years of work experience as a Project Coordinator/Community Organizing or similar role.
- Experience in project management, from conception to delivery.
- Solid organizational skills, including multitasking and time-management.
- Experience working with diverse populations.
- Strong communication and teamwork skills.
- Ability to work independently with minimal managerial supervision.
- Demonstrated understanding of project management concepts.

### **Preferred Qualifications**

- Bilingual/Bicultural
- Demonstrated positive relationships in the Snoqualmie Valley.

### **Work Environment**

The Snoqualmie Valley Community Network offers flexible scheduling and the opportunity to work off site. Own transportation required. Must be able to lift 25 pounds.

### **Hours and Compensation**

This is a part-time (20 hours per week) opportunity. Compensation depends on candidate experience. Will include some evenings and weekends.

### **Duration of Contract**

This contract will commence in late June, 2018 and ends May 30, 2020.