



JOB DESCRIPTION

Title: PROJECT COORDINATOR
Reports to: PROJECT DIRECTOR

SUMMARY:

The Project Coordinator will be responsible for coordinating and participating in varied programs and activities and assist with the general organizational operations of the Guam Coalition Against Sexual Assault and Family Violence. This individual works under the direct supervision of the Project Director with overall supervision by the Executive Director.

DUTIES AND RESPONSIBILITIES:

This is moderately complex technical work which involves researching, report writing, planning, developing, implementing and coordinating federally funded or local programs, projects or activities and maintaining records. Employees in this class will work independently to perform moderately complex technical work with minimal supervision.

The scope of work includes, but is not limited to the following examples: The employee in this position coordinates and participates in varied programs and activities; Develops, implements, plans and coordinates with local and federal officials regarding grants, programs, projects and activities; Performs administrative clerical and procurement duties; Prepares reports and correspondences; and, Performs related duties as assigned.

QUALIFICATION REQUIREMENTS:

1. Graduation from an accredited / recognized university or college with a bachelor's degree in business administration, social work or related field and one year of experience in planning, developing, coordinating and implementing programs or projects; or
2. Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

SKILLS DESIRED:

The person in this position must be knowledgeable in principles and practices of modern public administration; Able to research, plan, develop, implement and coordinate federally funded and local projects, programs and activities and maintain records; Able to effectively communicate in writing and verbally with good listening communication skills; Able to proficiently use a computer with the Microsoft Office Programs such as Word and Excel; Able to apply basic bookkeeping principles and compilation of statistics, and, Able to work effectively with others, is organized and able to multi-task work assignments.