



Job Description

Senior Project Coordinator

THE OPPORTUNITY

Located in Gambrills, MD, FirstPic, Inc. is a dynamic consulting firm that offers a wide range of project management consulting services for youth serving non-profits throughout the country, such as Boys & Girls Clubs, Sea Research Foundation, Cal Ripken Sr. Foundation and many others. Our work is highly focused on working with organizations that serve youth from a variety of backgrounds including Native youth and youth residing in communities of high need throughout the country. FirstPic, Inc. seeks a full-time energetic candidate to assist in program administration for a variety of projects with a focus on communicating with clients, tracking and reviewing client reports, and ensuring timely completion of grant requirements. The Senior Project Coordinator position is a fantastic opportunity for an individual interested in gaining broad exposure to non-profit and youth development programs, working directly with program providers (or program sub awardees) and gaining experience in managing federal funding.

RESPONSIBILITIES INCLUDE:

- Review financial reimbursement requests for completeness, allowable costs and appropriate documentation
- Track financial submissions for sub-grantees and conduct outreach as needed
- Manage participant accounts in online client portals: creating new accounts, sending welcome materials to clients, and assigning related tasks to team members
- Develops the initial project schedule, makes certain that all scheduling conflicts are resolved with routine updates with the project manager's final approval
- Conduct trainings for staff at sub-grantee agencies
- Coordinate logistics for client meetings including compiling and maintaining interim project reports and minutes of meetings
- Monitor, track and communicate the status of current projects and tasks
- Support development of and review all client reports and materials including communicating relevant information to all team members, such as change in schedule dates, changes in the project's requirements, unexpected developments etc.
- Bring to the attention of the project manager any coordination issues which cannot be resolved at the project coordinator level
- Travel required

REQUIRED SKILLS:

- The successful applicant will be detail oriented and possess excellent communication skills (writing, editing and speaking)
- Strong math skills and attention to detail are necessary
- Must be able to work well with all levels of internal management and staff, as well as outside clients and vendors
- Must be able to work with minimal supervision and manage multiple tasks simultaneously in a fast-paced work environment
- Requires solid problem solving skills; flexibility and excellent interpersonal skills
- Have the ability to manage and complete a variety of assignments across multiple projects that require effective coordination and collaboration with other team members
- Take initiative and maintain a team-orientated approach to work
- Display enthusiasm and commitment, maintain a positive “can-do” attitude

ADDITIONAL INFORMATION:

- Degree required
- 3+ years work experience in project coordination or management preferred
- Youth Development experience a plus
- Salary in the mid \$40s
- Benefits include paid leave, health insurance, 401K and Life Insurance

NEXT STEPS

- Please submit a resume and cover letter (with salary requirements) to recruitment@firstpic.org. Please include the job title in the subject line of the email. PDF format preferred