



## Job Description

# Senior Project Coordinator

---

## THE OPPORTUNITY

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. FirstPic, Inc. seeks a full-time energetic candidate to assist in program administration for a variety of youth development projects. The 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. Located in Gambrills, MD FirstPic, Inc. provides youth development leaders with the valuable tools and resources that are necessary to serve youth from a variety of backgrounds including Native youth and youth residing in communities of high need

## REQUIRED SKILLS:

- The successful applicant will possess excellent communication skills (writing, editing and speaking); be detail oriented; have a passion for stretching yourself and sticking with a project through completion; and ability to manage multiple priorities in a dynamic, fast-paced work environment
- 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
- Strong math skills and attention to detail are necessary
- Take initiative and maintain a team-orientated approach to work
- Display enthusiasm and commitment, maintain a positive “can-do” attitude

## RESPONSIBILITIES INCLUDE:

- Develop and manage the initial project scope and timeline, make certain that all scheduling conflicts are resolved with routine updates with the project director's final approval
- Work directly with sub-grantees and partner sites on grant requirements to better understand and execute the work required under the grant as part of the Letter of Agreement

- Manage development and enhancements of the online client portal through customized Salesforce platform
- Manage participant accounts in online client portals: creating new accounts, sending welcome and training materials to clients, and assigning related tasks to team members
- Develop and conduct necessary trainings and targeted outreach for staff at sub-grantee agencies
- Manage logistics for client meetings including compiling and maintaining interim project reports and minutes of meetings
- Manage development of and review all client reports and materials including communicating relevant information to all team members
- Work with program partners to develop user friendly informational trainings and curricular materials
- Process sub-grantee budgets and budget updates and enter into the online client portal
- Review financial reimbursement requests for completeness, allowable costs, and appropriate documentation within the online client portal
- Review programmatic reports for completeness and appropriate documentation
- Track financial and programmatic submissions for sub-grantees and conduct outreach as needed to provide assistance with submission
- Schedule and manage calls with program partners as needed to track deliverables and manage timelines
- Manage development and posts of social media and web content
- Manage development of project newsletters and final-year reports
- Travel required to attend events, perform site visits, and provide on-site training

## **ADDITIONAL INFORMATION:**

- Degree required
- 3+ years work experience in project coordination or management preferred
- Youth Development experience a plus
- Salary range \$48k-\$52k
- 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](mailto:recruitment@firstpic.org). Please include the job title in the subject line of the email. PDF format preferred