



Job Description

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 Annapolis, MD FirstPic, Inc. provides youth development leaders with the valuable tools and resources that are necessary to serve youth from a variety of backgrounds. The successful applicant should possess the skills noted below.

REQUIRED SKILLS:

- Excellent communication skills (writing, editing and speaking); have a passion for stretching yourself and sticking with a project through completion
- Must be able to work well with all levels of internal management and staff, as well as outside clients and vendors
- Strong English/composition/editing skills are essential
- Must be able to work with minimal supervision and manage multiple tasks and priorities simultaneously in a dynamic fast-paced work environment
- Requires solid problem-solving skills; flexibility and excellent interpersonal skills
- Solid basic math skills and strong attention to detail are necessary
- 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 organizational skills
- Take initiative and maintain a team-orientated approach to work
- Display enthusiasm and commitment, maintain a positive “can-do” attitude

RESPONSIBILITIES INCLUDE:

- Draft content for publications such as annual reports for clients, newsletters, program reports, etc.
- Manage participant accounts in online client portals: creating new accounts, sending welcome materials to clients, and assigning related tasks to team members
- Assist with testing new development within client portals as needed
- 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 with project leads and clients
- Working with sub-grantees to develop detailed program budgets
- Reviewing financial reimbursement requests for completeness, allowable costs and appropriate documentation
- Providing technical assistance by phone and email for financial staff at subgrantee agencies
- Develop client reports and project materials
- Take notes during conference calls and meetings and writing summary documents
- Process program reports from sub-grantees and conduct related outreach as needed
- Assist project leads with program communications, webinars, document collection and tracking, outreach to sub-grantees, and program coordination
- Bring to the attention of the project manager any coordination issues which cannot be resolved at the project coordinator level
- Occasional travel required

ADDITIONAL INFORMATION:

- Degree required
- 3+ years work experience in project coordination or management preferred
- Youth Development experience a plus
- Salary range \$45-\$50k
- 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