



FACA

Florida Association for Community Action (FACA), Inc.

Position Description

Job Title: Project Coordinator

Reports to: Executive Director

Type: Fulltime

Deadline: Closes 4/12/19

Company Overview:

The Florida Association for Community Action Inc. (FACA) is a private nonprofit 501 (c) (3) state association with central offices located in Tampa, Florida. Our Mission is to enhance Florida's Community Action Network's effectiveness to facilitate the reduction of poverty, through collaboration with public and private partners by providing training, technical assistance and advocacy.

Position Overview:

The Project coordinator is responsible for the direction, coordination, implementation, and completion of multiple assigned projects, while remaining aligned with mission, strategy, commitments and goals of the organization.

Responsibilities:

- Organize, plan and implement various projects for the Florida Community Action Network which focus on training and technical assistance to reduce poverty
- Coordinate activities with various external partners and vendors
- Plan and implement project schedules and timelines
- Analyze project data and develop corresponding reports
- Preparing necessary presentation materials for meetings
- Maintain and monitor project plans, project schedules, work hours, budgets and expenditures
- Ensure project deadlines are met
- Keep Executive Director apprised of the progress, results of work activities, and project evaluations
- Provide administrative support including:
 - Coordinate executive communications, taking calls, responding to emails and interfacing with clients
 - Schedule meetings and appointments and manage travel itineraries
 - Purchasing office materials
- Performs other work as required to complete assigned projects

Qualifications:

Bachelor's Degree in Business Administration, Public Administration, Community Development or related field and minimum of three years field experience managing multiple high level projects including community events, conferences, and/or workshop development. Seven years of progressive project coordinator work experience may substitute for education and field experience requirement. Candidate must have intermediate to advanced experience with Microsoft Office software (Word, Excel, Outlook, PowerPoint, Access, and Publisher).



FACA

Florida Association for Community Action (FACA), Inc.

Knowledge, Skills, and Abilities:

- Excellent written and verbal communication skills, including correct grammar usage and spelling
- Excellent ability to execute sound-independent judgment and problem solving
- Excellent ability to plan, organize, and prioritize work assignments while remaining flexible to respond to changes in direction
- Strong understanding of federal and state grants
- Strong understanding of poverty, its causes and conditions and its impact on individuals and communities
- General understanding of Community Action Agencies is preferred
- General knowledge of federally funded programs
- General understanding of nonprofit organizations and board structure
- Ability to meet deadlines while handling multiple assignments
- Ability to deal with diverse groups of individuals
- Ability to work with minimal supervision
- Ability to sit/stand for extended periods of time, lift from ground to waist and above the waist, bend, stoop, push, pull, climb stairways, and perform tasks requiring manual dexterity
- Valid driver's license

General:

This job description describes the general nature and level of work performed by employee assigned to this position. It does not state or imply that these are the only duties and responsibilities assigned to the job. The employee may be required to perform other job-related duties as requested by the Executive Director. All requirements are subject to change over time, and to possible modification to reasonably accommodate individuals with a disability.

Miscellaneous:

Position may require some travel

Compensation:

Salary range \$37,900 - \$44,000

Applications:

Interested individuals may apply via email by sending cover letter, resume and list of references to:

Faith Pullen, MBA

Executive Director

faith@faca.org