

CENTER FOR COMMUNITY ACTION

JOB TITLE: Special Projects Coordinator

IMMEDIATE SUPERVISOR: Executive Director

STARTING HOURLY RANGE: \$35,000 Full time 35/hr/week Exempt

Overall Responsibility to coordinate outreach, referrals, program development and management. Focus will be in Huntingdon, Bedford and Fulton Counties. Provide support to the Executive Director and Deputy Director on the special projects within an organization. The Special Projects Coordinator reports to upper management on the progress of the project. The Coordinator also schedules the meetings with other team members to ensure that the project stays on track.

Specific Duties:

1. Assist in the coordination, development and implementation programs that benefit low income individuals and communities CCA represents.
2. Assists in the managing of all grant related activities including: facilitating an efficient proposal process; conducting effective project planning; coordinating proposal teams; researching and reviewing funding opportunities; analyzing competitive positioning and risk; grant proposal editing; researching institutional and sponsor policies and regulations to ensure general procedural compliance.
3. Cross functioning participation with Directors and Department of Finance to ensure; positive performance in technical, fiscal and operations management of all active grant projects; proper protocol is followed in conducting all formal change orders/modifications; timely submission of required agency reporting.
4. Maintains a complete and orderly administrative record of all proposals, contracts, partnerships, grants and other pre-award and post-award instruments including fiscal and operations reports.
5. Coordinates, as needed, with program and contracting officers at the various local, state and federal funding agencies on grant administration issues.
6. Coordinates grant development and implementation teams for all grants.
7. Coordinates effective and timely grant support to project directors for all assigned grant funded projects.
8. Coordinates special projects in collaboration with the Executive Director and Deputy Director.
9. Other duties as assigned

Minimum Requirements

1. Completion of Bachelor Degree in Public or Business Administration, Human Services, Social Work, Marketing or related field or five (5) years progressively responsible experience managing human services social service programs, including three (3)

years in a supervisory capacity or other combinations of experience and education that meet the minimum qualifications.

2. Computer experience preferred in Word, Excel, Access, Windows and other software as required.
3. Excellent written, verbal and interpersonal communication skills.
4. Ability to adapt to a variety of situations and individuals, ability to work independently and also work on team projects.
5. Ability to maintain confidentiality regarding all agency business, employee and client matters.
6. Bilingual recommended
7. Reliable transportation and valid PA driver's license
8. Act 33/34 and FBI Clearances.

Signature

Date

711/18