



JOB TITLE: Project Coordinator
REPORTS TO: Program Director
HOURLY: Starting \$25/ hour (F/T = \$52,000/year)
AGENCY: Voices of Recovery
DEADLINE TO APPLY: December 15, 2018 by 10:00 AM
HIRE DATE: Between – Dec 15-10th, 2018

PROGRAM OVERVIEW:

Voices of Recovery is seeking to hire a Project Coordinator who will be in charge of assisting our Project Director in organizing our ongoing projects. This task involves monitoring project plans, schedules, work hours, budgets, and expenditures, organizing and participating in stakeholder meetings, and ensuring that project deadlines are met in a timely manner.

To be successful as a Project Coordinator, you will need to be able to work on tight deadlines, be competent in using Microsoft Office applications such as Word and Excel, and have exceptional verbal, written, and presentation skills. A bachelor's degree in a related field of study and at least three (3) years of relevant experience is required for consideration.

POSITION OVERVIEW:

Project Coordinator Responsibilities:

- Maintaining and monitoring project plans, project schedules, work hours, budgets and expenditures,
- Organizing, attending and participating in stakeholder meetings,
- Documenting and following up on important actions and decisions from meetings,
- Preparing necessary presentation materials for meetings,
- Ensuring project deadlines are met,
- Determining project changes,
- Providing administrative support as needed,

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- Undertaking project tasks as required,
- Developing project strategies,
- Ensuring projects adhere to frameworks and all documentation is maintained appropriately for each project,
- Assess project risks and issues and provide solutions where applicable,
- Ensure stakeholder views are managed towards the best solution,
- Chair and facilitate meetings where appropriate and distribute minutes to all project team members,
- Create a project management calendar for fulfilling each goal and objective.
- Manage and monitor office functionalities such as personnel files, labor, accruals, payroll, accounts payable, processing of employee benefits and new employees.
- Prepare detailed reports on labor, attendance, payroll and operation metrics.
- Maintain and update database system regularly by feeding new hire information and made changes to existing hands.

Project Coordinator Requirements:

- Bachelor degree in business or related field of study,
- Three years' experience in related field,
- Exceptional verbal, written and presentation skills,
- Ability to work effectively both independently and as part of a team,
- Experience using computers for a variety of tasks,
- Competency in Microsoft applications including Word, Excel, and Outlook,
- Knowledge file management, transcription, and other administrative procedures,
- Payroll and Human Resource experience,
- Familiarity with working with grants a plus,
- Ability to work on tight deadlines.
- Bilingual in English and Spanish/Tagalog/Chinese languages preferred, but not required.

REQUIREMENTS:

Project Coordinator must identify as having personal lived experience of a mental health and/or substance use issue(s) and be willing to establish and maintain nurturing relationships with peers/consumers, supporting them in crisis or distress. Project Coordinator must possess a valid California driver's license, car insurance, and have an excellent driving record. Staff will be required to use their own vehicle to drive to various geographical locations. Occasional travel to conferences or trainings may be required.

WORKING CONDITIONS & PHYSICAL REQUIREMENTS:

The work is performed in an office environment and/or at various community locations and requires local and South Bay travel. The position requires sitting at a desk approximately 50% of the time, with standing 20% and walking or driving and/or riding public transportation 30% of the time. Ability to perform routine bending, stooping, twisting and reaching. Lifting may be required

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occasionally, of no more than 20 lbs. at a time. Approximately 40% of the time, the employee uses a computer, keyboard, mouse, telephone, mobile phone, fax machine, copier, and video conferencing equipment. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EMPLOYMENT STATUS/SALARY:

This is a full time position, hired by Voices of Recovery San Mateo County. Work hours may include some evenings and weekends. Medical and Dental benefits will be provided.

Disclaimer: *The above information on this description has been designed to indicate the general nature and level of work performance by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.*

Send Resume and Cover Letter to:

ShaRon Heath
310 Harbor Blvd., Bldg. E
Belmont, CA 94002

Or email to:

sheath@vorsmc.org

Equal Employment Opportunity Statement:

Voices of Recovery San Mateo County program strongly supports the philosophy of equal employment opportunity in its hiring, training and promotion practices. The recognition and acceptance of cultural diversity in provides a source of strength by fostering a spirit of inclusiveness, cooperation and collaboration. We proudly share in the wealth of perspectives that cultural diversity brings to the agency, defining diversity broadly, including the variables of disability, race, ethnicity gender, religion, age, sexual orientation, national origin and veteran status.

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