

# Dignity and Power Now

<https://dignityandpowernow.org/job/project-coordinator/>

## Project Coordinator

### Description

The Project Coordinator would be in charge of Covid-19 emergency assistance projects, administer and organize all types of projects, from simple activities to more complex plans, prepare comprehensive action plans, including resources, timeframes, and budgets of projects.

### Responsibilities

- Coordinate project management activities, resources, equipment and information
- Plan and manage project schedules, goals, and new information  
Liaise with vendors on pricing, completes purchasing needs, and manages the delivery of inventory
- Track project expenses, as well as conducting needs assessments and questionnaires with community members
- Manages delivery of inventory and prepares a budget
- Protects the confidentiality of families and community members
- Oversees the development, implementation, and evaluation of all components of emergency projects, and other projects as assigned.
- Collaborate with team to deliver results on deadlines
- Break projects into doable actions and set timeframes
- Liaise with the supervisor to identify and define requirements, scope, and objectives
- Make sure that organizational needs are met as projects evolve  
Perform various coordinating tasks, like schedule and risk management
- Direct project correspondences by preparing and reviewing project proposals, memos, meeting minutes, and emails
- Communicate with supervisor to identify and define project requirements, scope, and objectives
- Manage project-related paperwork by ensuring all necessary materials are current, properly filled, and stored
- Review and issue all appropriate legal paperwork (e.g. contracts and terms of the agreement, invoices, and receipts)
- Create and maintain comprehensive project documentation, plans, and reports
- Act as point of contact and communicate project status to supervisor  
Adhere to budget by monitoring expenses and implementing cost-saving measures
- Monitor project progress and handle any issues that arise and propose improvements if necessary
- Seeks additional funding to sustain support of Emergency Response and Crisis Management Project initiatives.
- Ensure standards and requirements are met through conducting quality assurance tests (inventory control, etc.)

### Qualifications

- Proven work experience as a Project Coordinator or similar role
- Experience in project management, from conception to delivery
- Excellent time management skills with the ability to meet deadlines
- Good communication and interpersonal skills capable of managing strong

### Hiring organization

Dignity and Power Now

### Employment Type

Full-time

### Job Location

La Habra / Los Angeles

### Date posted

12/23/2020

### Submit Resume & Coverletter to:

[dpnrecruiter@dignityandpowernow.org](mailto:dpnrecruiter@dignityandpowernow.org)

relationships

- Documentation management and ability to use project management tools (e.g. Trello)
- Attention to details even under pressure
- Solid organizational skills, and ability to prepare step-by-step action plans
- Strong client-facing and teamwork skills
- Familiarity with risk management and quality assurance control
- Working knowledge of Microsoft Project and Microsoft Planner
- Hands-on experience with project management tools (e.g. Basecamp or Trello)