

Job Description

Project Coordinator, Communications and Change Management (PC-CCM)

JOB SUMMARY

The Project Coordinator for Communications and Change Management (the “PC-CCM”) is responsible for leading the execution of operational and tactical project work as defined by a credentialed Project Management Professional (PMP) or other Project Stakeholder under the direction of Resort SMPC, LLC and/or Client Leadership.

The PC-CCM is responsible for receiving, managing, and executing tasks relating to Strategic Communications and Organizational Change Management.

Responsibilities related to Organizational Change Management are defined explicitly by location and Project. General responsibilities include the participation in organizational development (OD) activities such as Team Building initiatives, partnering sessions, and group facilitation and coordination.

Examples of PC-CCM responsibilities, actions and tasks include:

- Develop strategic messaging campaigns—including message development and recommended communications modalities.
- Production of written documents, design of visual communications, and all related supporting functions.
- Create and deploy messaging—design and create visual communications, such as physical signage, paper brochures, wall-wraps, and others; including the distribution and pick-up of communications and etc.
- Distribute and collect pre-defined rhythmic distribution of communications materials, including weekly, monthly, and quarterly flyers, signs, and others.
- Plan and purchase materials inventory for creation of signage and other communications vehicles.
- All other communications support, to include photography, graphic design, related computer-based software/IT support, managing materials including purchase and pick-up, and all others related.
- Any Organizational Development support task, to include providing facilitation, coordination, or administrative assistance in support of the Project or Assignment.
- Provide Change and Communications-based Facilitation and coordination of information and activities support between the Project Team and relative Subject Matter Expert (SME) Stakeholder. An SME Stakeholder can be ANY significant Stakeholder of a specific Field, to include Project Management (All fields), Medical Industries (All fields), Construction and Related Industries (All fields), and Others.

- In some cases, serve as an Agent of the PMP or Project Lead in Client- or Project-based meetings, telephone conferences, or other activity as explicitly assigned by the PMP or assigned Project Lead.

EDUCATION AND SKILLSETS:

- Bachelor's Degree Required, experience considered. Must be in fields related to: Communications, Business, Organizational Development, Journalism, Information Management, Change Management, Project Management, and related.
- Experience with using Microsoft Word, Excel, Power Point, and Project; experience with using Adobe Photoshop and other software graphics programs.

KEY COMPETENCIES:

The following represent **key personal and professional strengths** which are encouraged by Company culture and values, as well as provide value in performing duties of the role:

- **Works with Others:** Team orientation, Consideration, Takes Leadership, and Influence
- **Manages Self:** Reliability, Openness to Change / Ambiguity, Recovery from setbacks, Stress Tolerance, Self-Regulation
- **Manages Work:** Organization, Problem solving, Innovativeness
- **Work Motivation:** Drive, Interest in People and Things, Moderate Tolerance to Risk

DETAILED JOB DESCRIPTION

Role Purpose

The PC-CCM role is vital for maintaining client relations and satisfaction as well as in ensuring the successful execution of client projects contracted through Resort SMPC, LLC.

Directional and Decision-making Authority

In most cases the PC-CCM will be under the actionable direction of Resort SMPC, LLC granted authorities; in some cases, the PC will be under the actionable direction of the Client or Government Core/Representative. In other cases, the PC will be under the directional authority of Resort SMPC, LLC and the Client or Government Core/Representative. In all cases, the PC will uphold the job responsibilities as explicitly defined, as well as all legal, ethical and moral responsibilities set forth by Federal, State, or Local authorities, Client or Government Rules and Regulations, as well as the Resort SMPC, LLC Code of Ethics and Culture Code.

The PC-CCM has decision-making authority over the methods by which assigned project work is executed, within the scope of the assigned action or task. The PC does not have decision-making authority to change, edit, or otherwise revise any part of the project plan or aspect within the scope of the assigned action or task.

Competencies, Skillsets and Education

The competencies and skillsets expected of the PC-CCM surround the ability of the PC to be effective and efficient in his/her job role.

The competencies and skillsets listed below are examples of expectations for the role of PC-CCM:

- Ability to communicate efficiently and effectively with a diverse range of stakeholders to include C-suite, Executive, and Senior-level Clients, including private, public, Government, and/or Military officials.
- Ability to execute project work at the direction of multiple project stakeholders with the continual maintenance of project success and team-client satisfaction.
- Ability to problem-solve with minimal direction, within the scope of the assigned action or task.
- Ability to strategically conceptualize communications campaigns based on the needs of the Client or project.
- Ability to design and produce graphics, as well as deploy and pick-up signage, flyers, and other communications as part of a rhythmic campaign.
- Must have ability to understand abstract concepts and components pertaining to Project Phases and planning.
- Must have ability to listen, communicate, critically process, and otherwise deliver information efficiently and effectively.
- Must have ability to receive critical feedback and adapt approach for ongoing performance improvement.
- Must have ability to work independently or in a team-based environment
- Must have ability to obtain favorable outcome on Personal and Criminal background check or Secret Security Clearance, as required by the position.
- Must have Bachelor's Degree from an Accredited Institution, or equivalent; work experience considered.

COMPENSATION

The total compensation package and expectations for the PC-CCM is designed specifically for the position and applicant.

Total compensation includes Base Salary and Benefits, which are summarized below:

- Employment Options Only, Independent Contract not considered
- Time Requirements:
 - This Position is available for Part-time (PT): 10-30 hours/week
 - This Position is available for Full-time (FT): 40 hours/week
 - This Position offers some work-from-home abilities
 - This Position could require work in Maryland or Virginia
 - This Position could require work at a Government or Military Installation

- Must pass background check
- Must have ability to pass Secret Clearance, if required
- Base Salary:
 - Range: \$60,000 – 95,000 annual (FT) *Salary specific to location and position.
 - Negotiable: Yes
- Benefits (PT / FT Employment):
 - Annual Leave benefits, available after 6-months
 - Sick Leave benefits, available after 6-months
 - Maternity Leave benefits, based individually
 - Clothing Incentive, with requirements
 - Merit-based quarter and annual bonus system
 - Monthly Work/Life Balance Initiatives

How to Apply?

Project Coordinator (PC), Communications and Change Management

Apply for this position, EMAIL the following documents and information to:

Mrs. Melissa Crocker, Executive Aide at:
Admin@PositiveSumSolutions.com

(1) Resume

- a. Contact Information, address, phone and email**
- b. Position-related Experience**
- c. Professional Work History**
- d. Key Skillsets and Strengths**
- e. Letters of Recommendation, optional**
- f. Any other information that may be useful**

(2) Cover Letter

Visit us at www.PositiveSumSolutions.com to view this Job Opportunity and more!

Due to anticipated volume of responses, we will only contact those candidates which most closely match our requirements. Only local candidates will be considered. We are an Equal Opportunity Employer.

Thank you for your interest. We look forward to learning more about you!