

Family Care Project Coordinator Job Description

The Family Care Project Coordinator responsibilities include working closely with our management team to achieve project goals and objectives. The Family Care project includes working directly with clients who qualify to assess the needs of the family. The Project Coordinator will perform various tasks, like maintaining project documentation, along with administrative duties. To succeed in this role, the Project Coordinator should have excellent time management and communication skills, as collaboration with clients and internal teams is required to deliver results on deadlines. The Project Coordinator ensures that all projects and events are completed on time and meet high quality standards.

Responsibilities

- Coordinate, price and purchase all supplies needed for trainings and events.
- Maintain and prepare all correspondence (written and electronic) and project documentation
- Liaise with clients to identify and define family needs and supports
- Act on tasks from our internal team to assist with schedule management
- Make sure that clients' needs are met to attend training sessions and events
- Act as Committee Chair for Volunteers & Ambassador Connection Team (ACT)
- Transcribe meeting minutes from planning meetings and prepare summary reports after the project or event is completed.
- Monitor project progress and handle any issues that arise
- Act as the point of contact and communicate project status to all participants. Assist participants when additional resources are needed for the family.
- Assist in the coordination of monthly support group meetings.
- Answer phones when necessary
- Use tools to monitor working hours, plans and expenditures
- Issue all appropriate legal paperwork (e.g. liability waivers, registration data)
- Ensure standards and requirements are met. Attend training sessions as required by grantor.

Skills

- Exposure to project management
- Excellent verbal and written communication skills, problem solving skills, and attention to detail
- Solid organizational skills, including multitasking and time-management
- Strong client-facing and teamwork skills
- Working knowledge of Microsoft Office Suite – including Word, Excel, Publisher, PowerPoint, Canva, and Outlook. Records **must** be maintained digitally using Word and Excel. Much correspondence will be completed using email; therefore, must have working knowledge of an email application, typically Outlook.
- Speed and accuracy in work and can maintain focus. Takes initiative, displays a strong work ethic, and maintains a positive attitude.

The **Family Care Project Coordinator** plans and executes all group outings and events for the clients, including working with the event location management. The Project Coordinator also chairs the volunteer committee and Ambassador Connection Team to gain assistance for events and outings. Weekend and evening work is required occasionally. This position is a grant-funded position with no guarantee of employment when the grant funding has lapsed. The position is part-time, approximately 20 hours per week, with additional hours occasionally for evening and weekend events. There are no employee benefits for this position. Pay is \$15/hour.

Job application is online at www.fcfc1.org OR request application at sherrymorris@fcfc1.org. Job posting will remain open until the position is filled.

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