



Job Title: Project Coordinator

Department: Technical Assistance for Social Change (TASC)

Employment Status: Full Time - Exempt

Salary Classification: Coordinator

Summary of Job:

Assis in the overall management of TASC activities

- Coordinate ELNC Replication Projects or consulting activities in other communities

Direct Supervisor:

The TASC Project Coordinator reports to the Chief Executive Officer or her designee.

Direct Staff Supervised:

Intern

Other Key Relationships:

The TASC Project Coordinator will interact and develop relationships with ELNC Staff, partners, parents, community partners, volunteers and other community early childhood /community engagement program peers.

Essential Job Functions include but not limited to:

1. Coordination of ELNC TASC activities

- Provide overall coordination of TASC Office and activities
- Serve as primary liaison to all TASC consulting request
- Develop training materials on Cultural competency, Racial Equity etc. as requested through TASC
- Handle telephone, voicemail, written, and e-mail inquiries for information regarding ELNC TASC

2. ELNC Community/Replication Projects

- Serve as primary liaison between ELNC and other communities seeking to replicate ELNC in their community

- Participate in project planning, design and implementation.
- Conduct data collection and research as requested
- Provide periodic and timely feedback to other project team members regarding barriers to success and possible program enhancements to address those challenge
- Keep detailed records and documentation for any community grant project reporting and evaluation

3. **Provide assistance to the CEO as it relates to projects in other community**
4. **Provide Monthly Report on all the key work areas listed above**
4. **Adheres to all policies contained in ELNC's Employee Handbook**
5. **Performs duties as assigned**

Site specific duties:

Assist with Bridge Street Hub Office as needed

Essential Competencies Required:

- **Commitment to ELNC Vision and Mission-** The ability to understand, communicate and incorporate the ELNC Vision and Mission into behaviors and attitudes all ELNC staff are expected to exhibit while performing their job responsibilities.
- **Culturally Competent-** The ability to understand, communicate with, and effectively interact with people across cultures.
- **Flexibility/Resilience** – The ability to adjust to and thrive in a complex and changing environment; handles setbacks and failures with professionalism and candor; effectively and appropriately responds in the face of adversity or conflict.
- **Ability to Multi-Task** – The ability to handle multiple tasks and assignments; prioritizes more important tasks while maintaining a good handle on others; reports in a timely manner any barriers to task completion level ample opportunities for supervisor to adjust deadliness.
- **Results-Oriented Thinking and Behavior** – A genuine concern for effectiveness. Possesses the desire to get the job done with excellence; mentally is focused on getting the best results for actions taken; does not settle of mediocrity.

Knowledge's, Skills, And Abilities

- Must have excellent written and verbal communication skills.
- Possess good organizational skills in order to maintain and manage records and files.
- General proficiency in computers, including Microsoft Office products and database applications, email and Internet.
- Excellent interpersonal skills with demonstrated patience, tact and respect.
- Able to effectively establish priorities and meet deadlines.
- Ability to be able to work well with minimal supervision.

Minimum Required Education and Experience:

- Bachelor's Degree in Sociology, Political Science, Education or other related field.

Additional requirements of the position:

- Position is identified as having regular contact with children in accordance with public law; therefore, a criminal background check must be completed
- Program activities frequently take place in the center/site (permanent and mobile), family homes, and other community locations
- Walking, standing, bending, and carrying of small and light objects