

**The Montgomery Area Family Violence Program, Inc.
DBA Family Sunshine Center**

Position Title: Project Coordinator

Reports To: Deputy Director

Status: Full-Time, Exempt

Work Site: FSC Administrative Office

Summary: The Project Coordinator will be responsible for the implementation and oversight of funded grant projects, including staff education, data and metric tracking, and performance reporting for federal, state, and local grants providing resources for victim services.

Responsibilities

1. Establish and maintain familiarity with the funding and project structure of FSC, including the creation and maintenance of a grants/projects calendar with associated project timelines, reporting expectations, and deliverable due dates.
2. Collaborate, as requested, in the creation and submission of applications for grant funded projects, including applications, MOUs with partnering organizations/entities, required statements/checklists, etc.
3. Develop project work plans and training materials to aid staff members with project implementation.
4. Produce quick guides highlighting project goals and objectives, funded staff, allowable activities, and relevant budget information to serve as a quick reference for staff.
5. Provide staff education related to grant projects and activities at implementation and serve as a resource for the team throughout the duration of the project.
6. Maintain oversight of funded projects to ensure consistent progress towards goal and objective attainment, including collaboration with the Victim Services Coordinator, Children's Services Coordinator, and Residential Services Analyst, to track project performance, specifically to analyze the successful achievement of short- and long-term goals utilizing data and analytics.
7. Develop and maintain a grant tracking system to monitor reporting dates and ensure the timely submission of grant reports and collaborate with appropriate FSC personnel to establish and monitor project goals and objectives for grant funded programs.
8. Collaborate with the Public Affairs & Development Department to coordinate the development and completion of foundation, corporate, and donor reports and requests, as needed.
9. Serve as a superuser, in conjunction with the Victim Services Coordinator, for agency client services and reporting databases.
10. Perform data aggregation, normalization, querying, and reporting across agency services, functions, and staff.
11. Construct and maintain trend reports across service lines.
12. Attend meetings within the agency that are pertinent to stated job responsibilities, including but not limited to staff development and training; monitor and be cognizant of

agendas and happenings throughout the agency to determine need to attend other meetings where proposed funding is discussed.

13. Perform other duties and tasks as assigned.

Qualifications:

- A bachelor’s degree in public administration, Communications, Business, or related field and.
- A minimum of one-year training or experience related to data analytics.
- A minimum of one year’s training or experience related to technical writing.

Knowledge, Skills, and Abilities

- Ability to develop expectations and analyze results and determine through collaboration and research the validity and reliability of data.
- Ability to prioritize and work independently.
- Ability to adhere to confidentiality standards.
- Ability to learn and effectively use software applications for client data and information.
- Demonstrate excellent organizational and project management skills including the ability to plan, prioritize and complete projects with excellence and attention to detail.
- Ability to focus and prioritize multiple projects simultaneously and meet deadlines with a high degree of proficiency.
- Good analytical and presentation skills.
- Excellent communication (verbal and written) and interpersonal skills, with the demonstrated ability to write for a specialized audience.
- Ability to establish and maintain effective working relationships with all department staff, management, associates, and funders.
- Ability to understand and follow complex written guidelines.
- Strong computer skills in current Microsoft applications to include Outlook, Word, Excel, and PPT.

Travel Requirements

- Local travel as needed for training and collaboration, or related departmental meetings; reliable transportation, driver’s license and liability auto insurance coverage is required.

I have received, reviewed, and fully understand the job description for Project Coordinator. I further understand that I am responsible for the satisfactory execution of the responsibilities described therein, under any and all conditions as described.

Employee Name

Date

Employee Signature