

Project Coordinator

Salary range: \$62,000-\$68,000

Required: Bachelor's Degree in relevant field

6-8 years relevant education/training and experience

The Project Coordinator is responsible for overseeing and managing a variety of Grant Programs awarded to NICOA from state and federal government departments or Foundation entities. The grants are collaborative projects involving national aging organizations. Through the Project Coordinator, NICOA provides assistance to collaborating organizations to promote and market access to culturally appropriate material about American Indian, Alaska Native, and Native Hawaiian Elders. This position reports to the Executive Director.

Key Accountabilities include, but not limited to:

Services – 10%

Accountable for providing business consultation and training directly to incubator collaboratives and to clients located nationwide, including health learning offerings.

Grant Management -25%

Oversee management of grants to ensure NICOA is in compliance at all times with laws, regulations and guidelines of the grantors.

Program Management – 30%

Accountable for managing the grants program overall success. Ensuring qualitative and quantitative impact through services is accomplished. Writing Quarterly & Annual Reports.

Community Outreach and Marketing – 20%

Accountable for marketing NICOA. Serve as the primary representative of NICOA communications for public information, and external communication with stakeholders, community members, and visitors regarding organization updates, community participation, and other activities and outreach.

Manage existing branding vision for NICOA to reach and engage a wide population with targeted regional and local advertising, website content, and digital/social media.

Manage daily social media, content creation, graphic design, website updates/maintenance, event media, and community gatherings.

Identify, develop, and maintain contact lists for organization partners and community based.

Staff Management – 15%

Accountable for managing directly aligned resources and staff including the Community Outreach Specialist.

Job Duties and Responsibilities:

Client Services

- Interact monthly with each collaborating organization nationwide to assess business health (marketing, participants, people systems) and set and review goals and objectives to drive companies towards knowledge of health issues with American Indian/Alaskan Native Elders.
- Provide regular consultation, advice and guidance.
- Connect incubator clients with strategic partners and mentors as necessary to support success.
- Interact frequently with NICOA senior staff to identify services delivery and impact.

- Review and evaluate metrics and program data for desired impact to ensure NICOA is delivering the best, and to proactively understand when to adjust focus and direction.

Incubator Program Management

- Achieve and meet grant requirements.
- Develop and maintain a pipeline of potential collaborative projects involving national aging organizations' grant rate goals.
- Identify potential resources for NICOA.
- Review, modify, and implement guidelines and procedures, for grant reporting.
- Develop and oversee a well-organized grant evaluation.
- Maintain working knowledge of business trends and recommend and/or drive changes and modifications in NICOA services.
- Develop and nurture new collaborative relationships.

Community Outreach and Marketing

- Responsible for establishing and maintaining positive relationships with funders, resource partners, media, community representatives and other entities with whom NICOA interfaces.
- Make presentations to business and economic development groups that result in new companies being recruited into NICOA programs.
- Establish new relationships which can benefit NICOA programs and mission.

Staff Management

- Recruit, integrate, evaluate, develop, and when necessary, terminate directly aligned resources.
 - Community Engagement Specialist
 - Website Developer
- Build capability among team members to enable a high level of productivity and self-sufficiency.

Behaviors and Competencies:

Specific behaviors and competencies that are essential to success for this position including but not limited to:

- Knowledge and experience with grant research, application, and reporting.
- Positive attitude.
- Relationship oriented.
- Ability to influence.
- Flexible.
- High tolerance of ambiguity.
- Passionate about the company and the services that NICOA provides.
- Analytical, organizational, verbal, and written communication skills.
- Process oriented.
- Attention to detail.

- Experience with the preparation of comprehensive training materials.
- Public speaking experience.
- Team player.
- Cultural Competence and Compassion towards American Indian, Alaskan Native, and Hawaiian Islanders.

Company Values

Specific company values that represent the culture and/or environment at NICOA

- Innovation
- Integrity
- Quality and Excellence
- Accountability