



The **Chinatown Service Center (CSC)** is a nonprofit organization that provides multilingual health and social services, employment training and counseling in the Greater Los Angeles area. For further information on CSC, Visit our web site at <http://www.cscla.org>

| | |
|-----------------------------|-----------------------------|
| <u>Position:</u> | BHD Project Coordinator |
| <u>Open Date:</u> | April, 2024 |
| <u>Closing Date:</u> | Until filled |
| <u>Pay Range:</u> | \$21.00 to \$28.00 Per Hour |

Job Purpose

The Project Coordinator is responsible for employing standard project management methods and techniques to ensure the successful completion of projects. The Project Coordinator provides advanced administrative, operational, and project oversight.

Duties and responsibilities

- Provides administrative support and project coordination including performing project-related activities such as project management, tracking, and completion in cross-functional projects, updating project proposals, project scheduling and planning, drafting project communications, correspondences, and directing to appropriate parties based on functional/operational knowledge.
- Participates in project meetings. Document communication, action items, and deliverables.
- Contributes to creating and maintaining department database management system, database project coordination, maintains spreadsheets, dashboards, data collection, data entry, and troubleshoots database system.
- Develops management information such as reports, graphs, spreadsheets, etc. Prepares analyses for various standard and ad hoc reports; Ensures data integrity by periodically auditing data
- Ensure compliance with program related criteria are maintained
- Work closely with the Directors to ensure implementation of program/project is successful
- Travel within Los Angeles County and adjacent counties as needed for outreach, project partner coordination, training, etc.
- Attend and actively participate in staff meetings to provide input towards program development and staff training
- Other related tasks as required, and/or requested

Qualifications

- Minimum three (3) years of project coordination/management or administrative experience



- Bachelors degree OR High School Diploma or General Education Development (GED) with four (4) years of directly related experience required.
- Knowledge of Project Management methodologies and tools
- Proven ability to plan, prioritize and deliver within a constrained timeline
- Proficient computer skills in Microsoft Office products (Word, Excel, PowerPoint, and Microsoft Project)
- Self-starter, highly motivated and accurate, and detailed in the performance of work responsibilities/task
- Strong organization skills, attention to detail and the ability to manage a complex project
- Ability to work collaboratively with internal and external project stakeholders
- Strong verbal and written communications skill
- Ability to communicate effectively and develop relationships with children, youth, and families.
- Bilingual English and Spanish strongly preferred
- Excellent interpersonal, communication and organizational skills.
- Must possess a valid California driver's license and maintain an insurable driving record.
- Ability to pass health, fingerprint, and DMV clearance.

Please send your resume to:

cschr@cscla.org

Subject: BHD Project Coordinator

**Chinatown Service Center is a nondiscrimination equal opportunity employer.
Reasonable Accommodations are available upon request to individuals with disabilities.**