

JOB ANNOUNCEMENT

Project Coordinator

Organization Description:

The Contingent is a 501(c)(3) venture nonprofit organization focused on sparking and holding initiatives to empower leaders and mobilize community for the common good. Since our inception, we have leveraged the perspectives, skills and needs of people of color and low-income Oregonians to challenge the status quo and transform our communities: from the four corners of the block to the four corners of Oregon and soon, the four corners of the country! We ask hard questions. We take risks. And we link arms with our neighbors, including business partners, faith communities, and government agencies.

From mentoring, to mobilizing volunteers, to restructuring systems that have been previously designed to work for some at the expense of others, we prioritize empowering and mobilizing leaders to transform their communities. For more information about the initiatives of The Contingent, please visit thecontingent.org, or [read about our investments in using Microsoft's platforms to make an impact in our communities](#).

*If interested candidates would like to learn more about The Contingent's work with faith communities and how this external work is reflected in our internal rhythms, we would value the opportunity to share more! Please contact The Contingent's ED of Organizational Development, Kelly Bartz k.bartz@thecontingent.org for additional information.

Position Summary:

Do you love being a catalyst, sparking monumental change? Would you like to see your project coordinating skills create a significant impact in across communities across the United States?

The Project Coordinator will work alongside our Director of Technology, most closely partnering with the Technology, Marketing, Community Experience and Research and Evaluation teams. Additionally, this role will work with initiative staff and third party partners to continue developing the platforms at the heart of our operations.

As The Contingent seeks to demonstrate excellence in mobilizing community and empowering leaders across Oregon and beyond, the need for investing heavily in our technology platforms is absolutely imperative. We've leveraged the Microsoft Dynamics 365 / Power Platform / PowerApps / Azure ecosystem along with other 3rd party applications to build technology solutions for good.

The Contingent is looking for a Project Coordinator who is enthusiastic about tracking the lifecycle of multiple projects that involve our Marketing, Research and Evaluation, Community Experience and Technology teams, in addition to other initiative staff and other 3rd party stakeholders. S/he possesses an appetite to learn and run alongside a nonprofit organization that is taking the dare to make a significant impact and scale our efforts in partnership with organizations across the country.

The ideal candidate possesses strong written and verbal communication skills, demonstrates attention to detail, commitment to excellent customer service, and a drive to learn and grow in their skillsets. The Project Coordinator will tenaciously pursue efficient and effective solutions by continually refining and communicating the scope of each iterative change to improve the tools our initiatives staff and community members are accessing.

The Project Coordinator is curious, collaborative, and highly communicative. S/he will be expected to prepare and share timely communication including regular progress updates to key stakeholders to keep everyone informed on whether key deliverables are being met on time, helping identify where constraints exist and reducing the questions any team member may have about where we're at with any items on our product development roadmap.

Duties & Responsibilities:

- Liaise with management and key stakeholders to define project requirements, clarify the scope and objectives that align with our top organizational goals
- Partner with team members to gather and document business user requirements
- Utilize Asana as our central project/task management tool to provide progress updates
- Effectively communicate appropriately to stakeholder(s) when encountering roadblocks, when tasks or projects are at risk of not meeting agreed upon deadlines, escalating issues when necessary
- Assist with coordinating schedules between internal and external stakeholders, ensuring projects remain within scope, schedule, and defined parameters
- Share observations and capture overall learnings from the team when concluding each project, identifying pain points or other hurdles that could be addressed to improve our processes
- Assign project tasks to relevant parties and check in for status updates
- Circulate and celebrate accomplishing milestones with team members

Knowledge, Skills, and Abilities:

- Relates well and works effectively with diverse groups of people who represent the range of ethnic, cultural, religious, and socio-economic backgrounds throughout Oregon and across the country
- Pro-active communicator with strong writing, e-mail, and phone skills
- Strong written, verbal and presentation skills
- Strong organizational and administrative skills, with high attention to detail
- A gifted communicator, with experience in providing excellent customer service
- Adaptable to changing situations and processes
- Hungry to learn, willing to self-educate and soak in training materials to identify the most effective and sustainable solutions using the tools we're invested in
- Proficient in Microsoft Office applications (Word, Excel, PowerPoint, Outlook), experience with SharePoint and Microsoft Teams is preferred
- Proficient in Asana or other task and project management software
- Experience working with Microsoft Dynamics 365 or CRM is preferred
- Experience with managing clients and teams is preferred

Personal Qualifications:

- Commitment to the mission of The Contingent, including [Every Child](#), [Emerging Leaders](#), and [Survival Is Not Enough \(SINE\)](#)
- Relates well and works effectively with diverse groups of people who represent the wide range of ethnic, cultural, and socio-economic backgrounds
- Flexible and receptive to constructive feedback
- Self-motivated, flexible, receptive to constructive feedback and team-oriented
- Administrative and documentation-oriented
- Creative and resilient
- Naturally positive attitude, with a love for helping people
- Ability to articulate a position on the importance of faith communities engaging vulnerable children, youth, and families
- Demonstrated commitment to diversity, equity, and inclusion
- Deep commitment to serving vulnerable kids and families and those in the government who work with them
- Legally eligible to work in the United States

Employment Terms, Accountability, and Compensation:

- Full-time W-2 employment
- Salaried at \$42,500 to \$47,500/year depending on experience
- Work with our local and state-wide team of other passionate professionals committed to improving outcomes for children, youth, and families
- Flexible work environment, 100% remote okay so long as the Project Coordinator is generally available during The Contingent's operating hours, from 8am-5pm Pacific Time for scheduled video call meetings

Anticipated Start Date:

Mid-late summer 2022

Application Procedure:

Those interested in this position must submit the following:

1. Letter of interest
2. Resume
3. Three references including:
 - o First and Last name
 - o Role
 - o A brief description of their relationship to you
 - o Contact Information (email + phone number where they may be reached)

Screening of applicant materials will begin immediately, and applications will be accepted until the position is filled.

Application materials should be emailed with a subject line containing "**Project Coordinator Application Materials**" sent to p.kim@thecontingent.org and hiring@thecontingent.org.