



## PROJECT COORDINATOR

### SUMMARY

**Well-being & Equity (WE) in the World** is seeking a Project Coordinator for overseeing the administrative and logistical activities of a designated program or project(s). This position involves monitoring project plans, schedules, work hours, budgets, and expenditures, organizing and participating in stakeholder meetings, and ensuring that project deadlines are met in a timely manner.

### About Well-being & Equity (WE) in the World

[WE in the World](#) is made up of a diverse team of change agents who are passionate about igniting transformation for well-being and equity in the world. We bring decades of experience and trusted relationships working with hundreds of organizations and communities around the world. We believe that expertise and the potential to create change lies among those with lived experience, not just with academics and high-ranking professionals. Our team aims to boost localized, community-led change and assist leading organizations by developing frameworks and tools, building strategic networks, and scaling solutions that improve well-being and equity over generations. We've helped projects all around the world, ranging from transforming systems to better support people with mental health and addictions in Delaware to prison reform in Guyana, from youth empowerment in the Gambia to generational poverty in Texas. We recently served as a lead author for the Springboard for Equitable Recovery and Resilience for the Centers for Disease Control and FEMA.

### MAJOR AREAS OF RESPONSIBILITY

- Coordinates project activities to ensure that the project(s) are delivered on time and produce the desired results; helps to measure the performance of projects and recommend adjustments to optimize results.
- Provides administrative and logistical support including meeting arrangement, progress tracking, and documentation; organizing reports, invoices, contracts, and other financial files for easy access
- Helps to develop event calendars and create project and presentation materials.
- May utilize client relationship management (CRM) or another system to organize information and facilitate outreach communications.
- Undertakes project tasks as required.
- Serves as a liaison between team members and the project leaders or manager; and ensures team members have the supplies and resources they need to complete their assigned tasks on time and within their budget limits.

### PREFERRED ADDITIONAL QUALIFICATIONS AND COMPETENCIES

- Excellent client-facing and internal written and verbal communication skills.
- Solid organizational skills including diligence and multi-tasking skills.
- Competent working knowledge of Microsoft Office, especially Excel.
- Demonstrated team performance skills, service mindset approach, and the ability to function as a trusted advisor.
- Ability to work under tight deadlines.
- Able to maneuver through complex political situations to achieve desired outcomes



- Ability and skill to drive and achieve quality results within complex, time constrained goals
- Able to think about whole systems, rather than optimize for one part
- Ability to focus and produce in a remote environment
- Committed to WE Values

### **REQUIRED EDUCATION AND EXPERIENCE**

- Typically requires a high school diploma or its equivalent
- A bachelor's degree is a plus.
- Typically requires 1-7 years of related experience depending upon the complexity of the program or project(s).
- Project Management Certification is a plus.
- Familiarity with project management software tools, methodologies, and best practices is a plus.

### **CORE EXPECTATIONS FOR ALL TEAM MEMBERS:**

- A willingness to lean into our [touchstones for collaboration](#)
- A willingness to advance along a racial justice and equity journey
- Acting as a servant leader and accompanier, prioritizing the needs of the organizations and communities we serve and where they are as we walk with them on their journey
- Teamwork, generosity, and a willingness to support the good of the whole, not just of their projects
- Humility and a willingness to learn and grow, to acknowledge mistakes and blind spots, and to change
- Lives and models WE in the World values Servant Leadership, Teamwork, Generosity, Equity, Courage, and Integrity

### **OTHER DUTIES**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice based upon business necessity.

**WORK ENVIRONMENT:** Remote home office.

**PHYSICAL DEMANDS:** Minimal physical effort is normally required.

**TRAVEL REQUIRED:** Not required but may be requested less than 10%.

### **BENEFITS AND PERKS**

In addition to our competitive salary and amazing culture, we offer an excellent benefits package: medical, dental, and vision (75% covered for employees, 50% for family); 15 days paid time off, 5 days sick leave, short- and long-term disability coverage, flexible spending account, 401K with employer contribution AND match, and paid time off to serve your community or resources for professional development.



## **AFFIRMATIVE ACTION/EEO STATEMENT**

It is the policy of WE in the World to provide equal employment opportunities without regard to race, color, religion, sex, national origin, age, disability, marital status, veteran status, sexual orientation, genetic information or any other protected characteristic under applicable law.

This policy relates to all phases of employment, including, but not limited to, recruiting, employment, placement, promotion, transfer, demotion, reduction of workforce and termination, rates of pay or other forms of compensation, selection for training, the use of all resources, and participation in all WE in the World-sponsored employee activities. Provisions in applicable laws providing for bona fide occupational qualifications, business necessity or age limitations will be adhered to by the organization where appropriate.