

Project Coordinator (DC Office)

Team: Practice

Reports to: Project Directors

FLSA Status: Non-Exempt

Salary Grade: 16

Range: \$47,700 – \$71,560

Company Conformance Statement

All Meridian positions require individuals to be self-starters with exceptionally strong written and verbal communication skills, a high level of organization and attention to detail. Working at Meridian requires the ability to excel in a team environment and juggle multiple deadlines and project teams.

Primary Objective of Position

The Project Coordinator provides support to Meridian projects, both domestic and international, that focus on a wide variety of challenging substantive issue areas and on a variety of platforms, both virtual and in-person. This position provides meeting execution and support for Meridian's DC office space. This role manages and maintains all project material and data, produces internal and external communications, and provides overall support to multiple teams and projects. Project Coordinators can be responsible for a wide range of duties, which differ depending on the project team assignments.

MAJOR AREAS OF RESPONSIBILITY

Support the Project Director and Team with project coordination: (60% of time)

- Manage and maintain project MS Teams sites and other technical tools decided by the team for effective collaboration and communication, including troubleshooting technical issues with project teams and stakeholders
- Coordinate electronic and verbal communication with participants and project teams
- Coordinate availability and schedule calls and meetings
- Manage and maintain contact data
- Manage participant RSVPs for meetings, interviews, and other events
- Compile and proofread project and meeting materials
- Produce written correspondence and documents as required

Coordinate all aspects of meeting logistics both virtual and in-person: (30% of time)

- **In-person meetings, both offsite and in the Meridian DC office**
 - Research, identify, negotiate, and contract meeting and lodging space
 - Serve as a liaison between project staff and hotel. Responsible for all details related to final meeting set-up, catering, Audio Visual and room lists
 - Coordinate participant travel, flights and reimbursements as needed
 - Manage DC office conference room reservations for internal and external meetings
 - Support DC in-office project meetings including but not limited to working with practice staff to manage DC office meeting room setup, receiving catering, supporting conference room technology, etc.
 - Liaise with DC office building management and vendors
- **Virtual meetings**
 - Support all virtual meeting needs including trouble-shooting technical issues and managing technical aspects of the meeting including recordings, breakout rooms, tracking participants, meeting security, and translation as needed

General Administration: (10% of time)

- Perform other duties and responsibilities as required or requested
- Assist with project budgets and proposals
- Coordinate and/or participate in staff teams and taskforces

KNOWLEDGE AND SKILLS REQUIRED

- Minimum 2 years in meeting planning or similar coordination expertise
- Exceptional level of professionalism and service with all levels of stakeholders and staff
- Highly organized and very detail oriented
- Thorough technical knowledge and proficiency with Outlook and Microsoft Office Suite programs (MS Teams) and working knowledge of Zoom
- General knowledge of travel industry, researching meeting venues and lodging, contracting, and planning meetings
- Strong oral and written communication skills
- Fluency in English. Professional fluency in a foreign language is also highly valued, specifically but not limited to Spanish.
- Effective working both independently and in team environments with a diverse group of people
- Effective working remotely and/or with remote staff over varying time zones
- Ability to handle multiple tasks at once, manage time effectively, and receive and balance direction from multiple Project Directors

ADDITIONAL REQUIREMENTS

- Required to attend to business related to projects outside of normal working hours due to the location and nature of the project
- Required to work from the Meridian DC office to support in-office meetings and at least 3 days per week
- May be required to travel domestically or internationally dependent upon project needs
- Required to conduct themselves in a courteous and professional manner at all times

Note: *This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the job.*