

Project Coordinator

Team: Practice Group

Reports to: Project Directors

FLSA Status: Full Time - Non-Exempt

Salary Grade: 16

Range: \$48,190 - \$72,290

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, 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 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
- Compilation of, and proof reading of 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:**
 - Research, identify, negotiate and contract meeting and lodging space

- Serve as 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
- **Virtual meetings**
 - Support all virtual meeting needs including trouble-shooting technical issues, managing technical aspects of the meeting, 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 conduct themselves in a courteous and professional manner at all times
- May be required to travel domestically or internationally dependent upon the project needs

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