

Project Coordinator

Team: Practice Group

4/12/23

Reports to: Systems Integration & Operations Manager

FLSA Status: Non-Exempt

Salary Grade: 14

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.

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.

Essential Areas of Accountability

1. Support the Project Director and Team with project coordination (60%):

- Coordinate availability and schedule calls and meetings
- Coordinate electronic and verbal communication with participants and project teams
- 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
- Manage and maintain project participant contact data, and other data relevant to the project
- Compile and prepare meeting materials, including proofreading for errors and last-minute revisions
- Manage participant RSVPs for meetings, interviews, and other events
- Produce written correspondence and documents, as required

2. Coordinate all aspects of meeting logistics and planning, both in-person and virtual (30%):

- In-person meetings:
- Research, identify, negotiate, and contract meeting and lodging space
- Liaison between project staff and lodging space; responsible for all details related to final meeting set-up, catering, audio-visual, and room lists
- Coordinate participant travel and reimbursements, including but not limited to flights, as needed
- Virtual meetings:
 - Support all virtual meeting needs, including trouble-shooting technical issues, managing technical aspects, such as recordings, breakout rooms, tracking participants, meeting security, and translation, as needed

3. General Administration (10%):

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

Knowledge and Skills Required

- Minimum 2 years of experience in meeting or event planning
- 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 Zoom, Microsoft 365 (Word, Excel, Outlook, Teams, SharePoint, OneNote, PowerPoint), and other commonly used computer programs and technology, such as Airtable and Doodle Poll
- General knowledge of travel industry; researching and contracting meeting venues and lodging; planning meetings
- Strong oral and written communication skills
- 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 successfully handle multiple tasks at once, manage time effectively, and receive and balance direction from multiple Project Directors
- Full professional proficiency or higher in English; professional fluency in a foreign language is also highly valued, specifically but not limited to Spanish

Additional Requirements

- Required to attend to business related projects outside of normal working hours, due to location and nature of the projects
- Required to conduct oneself in a courteous and professional manner at all times
- May be required to travel domestically or internationally dependent upon project needs

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

Acknowledgement: _____ (employee) _____ (date)