



Project Coordinator

REPORTS TO: CCC Executive Director

FLSA STATUS: Exempt - Administrative

SCHEDULE: 9:00 am – 5:00 pm M-F

Additional hours as required. Evening/weekend hours occasionally required, particularly in conjunction with off-site meetings/seminars. Flexible scheduling available. This position may be remote, hybrid, or in-office.

POSITION SUMMARY:

The Project Coordinator provides secretariat services and supports the Executive Director of the Counseling Compact Commission. This position requires excellent organizational skills and the ability to manage multiple priorities simultaneously.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

GENERAL RESPONSIBILITIES:

1. Scheduling meetings, developing agendas, and recording meeting minutes in conjunction with the Executive Director.
2. Serve as the Board of Directors and committee staff person in conjunction with the Executive Director.
3. Work with the Executive Director on drafting and negotiating client contracts and proposals.
4. Establish national policies and procedures in conjunction with the Executive Director.
5. Secure and maintain national licensure data system.
6. Work with each state counseling regulatory board or state agency on interface and implementation of the database.
7. Process all counselor requests for a compact privilege to practice.
8. Respond to all state counseling regulatory board administrators' requests to confirm disciplinary action information.
9. Assist Executive Director with preparation of monthly financial statements and annual budget.
10. Assist Executive Director with grant applications, as needed.
11. Develop and maintain FAQ, reporting, and communication templates.
12. Prepare all initial public-facing communications.
13. Prepare and implement a marketing strategy and messaging.
14. Prepare data and reports as needed.
15. Update website as needed.
16. Other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION/TRAINING AND EXPERIENCE REQUIRED:

1. Bachelor's degree
2. Minimum three years' experience with a membership-based association, state government, Compact Commission, or non-profit organization.

TECHNICAL SKILLS:

1. Microsoft Office including MS Word and MS Excel experience required
2. Survey Software skills required
3. Project Management software skills preferred
4. Database Management skills required
5. Roberts Rules of Order experience preferred

GENERAL SKILLS AND ABILITIES:

1. Excellent time management skills required
2. Ability to prioritize multiple responsibilities required
3. High level of attention to detail required
4. Ability to be team-oriented and able to collaborate with others required
5. Ability to interact with and respond to the needs of a diverse constituency required
6. Strong communication and organizational skills required
7. Ability to read, analyze and interpret, respond to complaints, write minutes and meeting notes and effectively present information to top management, public groups and/or Board of Directors required
8. Ability to calculate figures and amounts required
9. Ability to define problems, collect data, establish facts and draw valid conclusions required
10. Decision-making ability required
11. Good negotiation skills required
12. High level of creativity required
13. Ability to manage workplace stress required

WORKING CONDITIONS:

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear or see. The employee is frequently required to sit, stand, walk, and reach with hands and arms. The employee is occasionally required to lift or move up to 60 lbs (with assistance upon request); climb or balance and stoop, bend, kneel crouch, or crawl.

Environmental Conditions

This position operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

Sensory Demands

The noise level in the office environment is low. However when traveling to meetings, conferences, etc. the noise level may be moderate.

AT-WILL EMPLOYER STATEMENT:

CLEAR is an at-will employer. Regardless of any provision on this form, the organization or employee may terminate the employment relationship at any time, for any reason, with or without cause of notice. Nothing in this employee job description or in any document or statement, written or verbal, shall limit the right to terminate employment at-will. No officer, employee or representative of the organization is authorized to enter into an agreement-express or implied-with any employee for employment for a specified period of time unless such an agreement is in a written contract signed by the Executive Director of the organization.

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT:

CLEAR is an Equal Employment Opportunity employer, and complies with federal, state and local laws prohibiting discrimination. No person shall be discriminated against in employment, training, promotions, transfers, rates of pay, layoffs, any form of compensation or any term or condition of employment on the basis of race, gender, color, religion, national origin, age, marital status, disability, tobacco use, gender identity, sexual orientation, genetic information, military status, pregnancy, childbirth or lactation, status as a smoker or non-smoker, veteran status or any other protected class under federal, state or local law.

This document does not represent a contract of employment, and the organization reserves the right to change this job description and/or assign tasks for the employee to perform, as the organization may deem appropriate.

I agree that the above position description has been reviewed with me and I understand the requirements of this position.

Employee _____

Date _____

Executive Director _____

Date _____