



Special Projects Coordinator

JOB SUMMARY

Reporting to the Projects Manager, the Special Projects Coordinator supports larger scale events and programs managed within the Random Acts organization. Examples may include the planning and delivery of online events, fundraising or partnership events. They will work in conjunction with the program coordinators for E4K, and Class Act. The Coordinator is responsible for planning and coordinating the activities of the program. The Coordinator works closely with a variety of the departments with a focus on program planning, launching, execution, and communication regarding activities.

RESPONSIBILITIES

- Support the Projects Manager in managing programs and projects
- Coordination and execution of programs, including
 - Ensure regular contact is maintained with volunteers and departments involved in the program
 - Ensure tasks are completed in a timely manner
 - Lead the research and planning for the programs
- Work closely with the leadership team to support them by providing them with research to support the projects/activities/reports they require.
- Keep the Projects Manager informed of issues that arise related to assigned programs.
- Attend regular staff and departmental meetings
- Deliver regular and Ad Hoc reports regarding requested projects/activities
- Any other projects or duties as requested by the Projects Department Manager.

DESIRED QUALIFICATIONS AND SKILLS

- Excellent written and verbal communication skills
- Outstanding interpersonal skills
- Excellent computer skills in a Microsoft Windows environment
- Ability to communicate with a wide variety of people
- Ability to synthesize information into a succinct report
- Excellent organizational management skills
- Prefer Bachelor's degree or equivalent in event planning, project management, or related field.
- 1-3 years of experience in event planning, project management, or related field.