

## **Camptonville Community Partnership**

### **Project Coordinator**

This is a professional-level position that is responsible for assisting in the implementation of a California Energy Commission EPIC grant that supports the construction of a biomass-to-energy facility for Camptonville Forest Biomass Business Center. This position reports to the Project Manager. We are seeking an organized and energetic project coordinator to join our growing organization. In this position, you will work with the project manager and adjunct team to organize and implement new and exciting company projects. Working in a team environment, you will organize meetings, take notes, manage schedules and budgets, and ensure all materials and information are delivered to meet project timelines and objectives. Your role is essential to the launching of new projects and you must be organized and professional.

Coordinates the preparation and submission of the administration of various aspects of the EPIC grant as assigned by the Project Manager and/or the Project Consultant. Interacts with various contractors, project partners and their assigned staff. Ensure that grant reports, invoices and other project deliverables are in compliance and submitted on time with funding agency and State policy requirements.

### **Duties and Responsibilities**

- Monitor current project tasks, activities, costs and coordinate all team members involved to keep workflow on track
- Assign new project tasks
- Work to improve the project process
- Ensure project aligns with set strategy and budget
- Organize and plan meetings with project manager
- Arrange and manage team goals, project schedules, and new information; keep all material up to date
- Communicate timeline changes and new information to team; track project changes and adjust schedules as needed
- Record minutes and take detailed notes during meetings
- Keep track of all project-related paperwork; ensure all needed materials are current and properly filed and stored
- Strategize with project manager when needed
- Track and analyze project costs/risks and recommend improvements
- Coordinate and participate in the preparation of grant compliance reports, the analysis and compilation of information and the preparation of written and oral reports
- Assist Project Manager in dialogue with local advocacy organizations and City/County officials

- Assist Project Manager City to ensure that the project complies with all applicable local codes, Feather River AQMD regulations and CEQA, if applicable
- Ability to comprehend and make inferences from written materials
- Interpret Federal, State, and local government laws and regulations regarding grant contracts and administration
- Review the work products of others to ensure conformance to standards
- Communicate orally and in writing with customers, clients or the public
- Work effectively with a variety of staff, other governmental representatives, and the public
- Operate a variety of office equipment

### **Requirements and Qualifications**

- Bachelor's degree or relative work experience
- Previous experience in an administrative role
- Excellent written and verbal communication skills
- Good computer skills; well-versed in Microsoft Office Suite, with a strong and thorough knowledge of Excel, Word, and PowerPoint
- Flexible and able to multitask on several different aspects of the project
- Able to produce quality work with strict deadlines

### **Work Environment**

Work is typically performed in an office sitting at a desk, but will require some travel to the project site.

### **Applying**

Interested parties should submit a cover letter and resume to Lindsey Nitta at [lindsey@theccp.org](mailto:lindsey@theccp.org). This position is open until filled. Please contact Lindsey if you have any questions.