



## COQUILLE INDIAN TRIBE

Job Title: Project Coordinator  
Department: Strategic Operations  
Reports to: Senior Project Manager  
FLSA Status: Non-Exempt  
Salary Grade: \$22.90 - \$32.06  
Location: Coos Bay

This position is a covered position as defined in the Coquille Indian Tribe Chapter 185 Child Protection Ordinance.

Candidate must pass a pre-employment drug screen and Criminal and Character Background Check.

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### SUMMARY OF MAJOR FUNCTIONS

Under the supervision of a Senior Project Manager, the Project Coordinator supports the successful delivery of Tribal Government projects by assisting with administrative tasks, maintaining accurate documentation, and preparing reports. This position acts as a liaison between project teams, stakeholders, and leadership to ensure clear communication and alignment. The Project Coordinator collaborates with team members to identify and resolve issues and provides technical assistance as needed. This role plays a key part in ensuring that projects are completed on time, within budget, and in accordance with established goals.

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### ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Coordinates day-to-day project activities, resources, and information to help ensure that project objectives are achieved.
2. Maintains a thorough understanding of project workflows, timelines, and deliverables.
3. Supports Project Manager in identifying and resolving issues that may impact project success.
4. Facilitates communication among team members to ensure shared understanding of goals and tasks.

5. Communicates regularly with project stakeholders to ensure alignment and address concerns.
6. Assists in the development and implementation of project reporting systems and data analysis tools.
7. Tracks project metrics and performance data to support informed decision-making.
8. Supports procurement processes by documenting and tracking necessary project-related supplies and materials.
9. Assists in tracking and monitoring project budgets and expenditures.
10. Supports compliance with grant and funding requirements through accurate budget documentation.
11. Updates and maintains project schedules and timelines as needed.
12. Schedules and organizes project meetings at the direction of the Project Manager.
13. Assists with preparing meeting agendas and documents meeting outcomes and action items.
14. Maintains accurate and current project documentation, including plans, schedules, and status updates.
15. Ensures that project records are filed systematically and are easily retrievable.
16. Assists in preparing detailed progress reports for leadership and stakeholders.
17. Performs other duties as assigned to support successful project execution and team performance.

The above statements reflect the general duties considered necessary to describe the principal functions of the job as identified and shall not be considered as a detailed description of all the work requirements that may be inherent in the job.

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### PHYSICAL REQUIREMENTS

The physical ability to work outdoors in a variety of environmental conditions, including rain, wind, sun, and uneven terrain. Field work may involve walking, standing, or carrying light equipment for extended periods. Requires the ability to communicate orally, repetitive movement of the wrists, hands and/or fingers, often requires sitting for extended periods, raising or lowering objects, and requires lifting up to 30 pounds on a regular basis. The individual must perform the essential duties and responsibilities with or without reasonable accommodation efficiently and accurately without causing a significant safety threat to self or others.

The above statements are intended to describe the general nature and level of work being performed by employee. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skills required.

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### KNOWLEDGE, SKILLS AND ABILITIES

Individuals must possess the following knowledge, skills and abilities or be able to explain and demonstrate that they can perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skills and abilities.

1. Excellent oral and written communication skills with strengths in team building, and cooperative problem solving.
2. Able to consistently convey a pleasant and helpful attitude by using excellent interpersonal and communication skills to control sometimes stressful and emotional situations.
3. Ability to foster an inclusive workplace where diversity and individual differences are valued and leveraged to achieve the vision and mission of the Coquille Indian Tribe.
4. Ability to develop the ability of others to perform and contribute to the organization by providing ongoing feedback and by providing opportunities to learn through formal and informal methods.
5. Excellent oral and written communication skills with strengths in team building, and cooperative and creative problem solving.
6. Ability to work cooperatively with other departments to accomplish assigned tasks; ability to develop good working relationships with other departments in the organization.
7. Ability to consistently convey a pleasant and helpful attitude by using excellent interpersonal and communication skills to control sometimes stressful and emotional situations.
8. Ability to work independently, shows initiative and takes ownership of all projects and assignments to achieve positive results.
9. Ability to foster an inclusive workplace where diversity and individual differences are valued and leveraged to achieve the vision and mission of the Coquille Indian Tribe.
10. Ability to exercise excellent organization, time management, analytical and problem-solving skills.
11. Ability to practice strict confidentiality, demonstrating a level of professionalism in handling highly sensitive and/or confidential information.
12. Ability to proofread documents and working knowledge of technical report writing.
13. Ability to work with mathematical concepts such as basic arithmetic.
14. Working knowledge of paperless record retention system.
15. Excellent computer literacy.

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## QUALIFICATIONS

1. Associate's degree or equivalent work experience required (equivalent experience must include regular professional use of Microsoft 365 tools).
2. Bachelor's Degree or Project Coordinator certification preferred.
3. Foundational knowledge of the construction industry, including terminology, roles and core processes preferred.
4. Demonstrated administrative professional skills, including scheduling, document preparation, records management, and professional office etiquette.

5. Develop ability to facilitate construction administration activities such as distributing and tracking RFI and submittals preferred.
6. Two years of recent relevant experience coordinating projects in a professional office environment, including regular use of digital collaboration and document management platforms.
7. Excellent client-facing and internal written and verbal communication skills, including professional correspondence via email and digital platforms such as Microsoft Teams.
8. Solid organizational skills including attention to detail and multitasking skills.
9. Proficient in Microsoft 365 tools including Outlook, Word, Excel, Teams, and SharePoint; daily use of Teams and SharePoint for communication, file management, and document tracking is required.
10. Experience with project management software tools.
11. Current and valid Oregon Driver's License in good standing is required with no insurability restrictions from the Tribe's insurance carrier.