



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.

SUMMARY OF MAJOR FUNCTIONS

Under the supervision of the Senior Project Manager, the Project Coordinator provides administrative and coordination support for Tribal Government projects throughout the project lifecycle. The position maintains project documentation and tracking systems, prepares reports, presentations, and other professional materials, coordinates meetings and stakeholder engagement, and supports procurement and contract documentation. The Project Coordinator serves as a liaison among project teams, departments, vendors, and leadership to support clear communication, organized project records, and effective coordination of project activities across multiple projects simultaneously.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Support project planning and coordination across the project lifecycle by assisting Project Managers with startup activities, preparing project initiation documentation, completing administrative setup, developing kickoff materials, and coordinating early project communications among teams and stakeholders.
2. Coordinate project activities and collaboration by facilitating communication among project managers, teams, departments, vendors, consultants, and stakeholders; supporting issue identification and escalation; and helping maintain alignment across project participants.
3. Manage project tracking systems by actively monitoring schedules, milestones, risks, action items, deliverables, and issues; maintaining accurate dashboards, logs, spreadsheets, and reporting tools; verifying data integrity; and identifying and escalating risks or issues to support proactive project management.
4. Manage project documentation and document control systems by organizing and maintaining project files, logs, and collaboration platforms; maintaining version control; and reviewing documentation to ensure accuracy, completeness, and compliance with organizational standards and applicable requirements.
5. Prepare project reports and status updates by compiling and synthesizing information from multiple sources, maintaining project metrics and dashboards, drafting summaries and briefing materials, and communicating project status to leadership, teams, and stakeholders.
6. Develop professional communication materials including reports, presentations, project summaries, slide decks, newsletters, and other materials used for project meetings, leadership briefings, workshops, and stakeholder engagement.
7. Serve as a project communication and administrative liaison by responding to project-related inquiries and facilitating communication among project managers, technical teams, departments, and external vendors.

8. Support procurement and contract administration by preparing solicitation documents such as RFPs, RFQs, bid packages, and addenda; posting solicitations; maintaining solicitation records; managing bidder communications; and assembling and maintaining contract documentation in compliance with organizational policies and requirements.
9. Process procurement and payment transactions using accounting systems by submitting requisitions, managing purchase orders, processing invoices and check requests, and tracking contractor and vendor payments.
10. Coordinate project meetings and engagement activities by scheduling meetings, workshops, stakeholder sessions, site visits, and outreach events; preparing agendas and meeting materials; coordinating logistics; documenting meeting notes, decisions, and action items; and maintaining meeting records in project repositories.
11. Provide guidance to stakeholders on project processes and tools by supporting consistent use of reporting systems, data entry practices, and collaboration platforms to ensure accurate project participation and information tracking.
12. Perform other duties as assigned to support successful project execution and overall 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.

PHYSICAL REQUIREMENTS

Work is primarily performed in a professional office environment with regular use of computers, phones, and standard office equipment. The position requires the ability to communicate verbally and in writing, use hands and fingers for keyboarding and document preparation, and sit for extended periods while working at a computer. The position may require occasional standing, walking, bending, reaching, or lifting materials or equipment weighing up to 25 pounds. Work may also involve attending meetings, workshops, or site visits that require brief periods of standing, walking, or navigating indoor and outdoor environments. Occasional work may occur in active project or operational environments where exposure to construction activity, equipment, noise, or outdoor weather conditions may occur. Appropriate personal protective equipment may be required during site visits. Travel to meetings, project locations, or vendor sites may be required. Travel may occur by automobile or other means of transportation.

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.

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. Ability to communicate clearly and professionally in both written and verbal formats, including preparing correspondence, reports, presentations, and facilitating communication in individual and group settings.
2. Ability to work effectively with diverse individuals and groups, demonstrating cultural awareness, professionalism, and the ability to build collaborative working relationships across departments, teams, and external partners.
3. Ability to manage multiple tasks and competing priorities, demonstrating strong organizational skills, attention to detail, and consistent follow through to meet deadlines.

4. Ability to maintain accurate records and documentation using effective file organization, version control, and confidentiality practices within shared document management systems.
5. Skill in using computer systems and business software applications, including intermediate proficiency with Microsoft Word, Excel, PowerPoint, Outlook, Teams, and SharePoint, and the ability to learn new systems and tools as needed.
6. Knowledge of project coordination practices including tracking schedules, milestones, action items, risks, and deliverables, and supporting communication and coordination across project teams.
7. Basic knowledge of procurement and contracting processes, including understanding solicitations, compliance requirements, and vendor communication procedures.
8. Ability to use spreadsheets, dashboards, and tracking tools to maintain accurate project data, compile information from multiple sources, and prepare summaries or reports.
9. Ability to identify routine issues, analyze available information, propose solutions, and appropriately escalate matters when needed.
10. Ability to exercise sound judgment, maintain confidentiality when handling sensitive information, and demonstrate professionalism in all work and interactions.

QUALIFICATIONS

11. Three (3) years of professional administrative experience supporting projects, programs, or organizational operations. Experience must include responsibilities such as document preparation, meeting coordination, recordkeeping, reporting, or administrative support for multiple stakeholders.
12. Associate degree in Business Administration, Project Management, Public Administration, Communications, Information Systems, or a related field; or an equivalent combination of education and relevant administrative or project support experience.
13. Demonstrated experience preparing professional documents such as reports, presentations, meeting materials, summaries, procurement documentation, or formal correspondence with a high level of accuracy and organization.
14. Experience coordinating meetings, maintaining schedules, documenting action items, and supporting communication among multiple teams, departments, or external partners.
15. Demonstrated experience working in a professional office environment using a Windows-based computer system, including preparing documents, managing files, working across multiple applications, and using office productivity software.
16. Demonstrated proficiency using office productivity and collaboration software including word processing, spreadsheets, presentation software, email, and online collaboration platforms.
17. Experience organizing and maintaining files, records, and documentation systems with attention to accuracy, confidentiality, and version control.
18. Ability to travel to meetings, project locations, and vendor or partner offices as required.

PREFERRED QUALIFICATIONS

1. Bachelor's degree in Business Administration, Project Management, Public Administration, Communications, or a related field.
2. Certified Associate in Project Management (CAPM) or other project management related certification
3. Training related to procurement, contract administration, or project coordination practices