

PROJECT COORDINATOR

POSITION DETAIL

Reports to:	Project Manager	Work Site:	Hybrid, Sacramento, Bakersfield
Status:	Full Time (Exempt)	Compensation:	Based on Qualifications
Date:	TBD	Approved:	President

COMPANY INFORMATION

Hallmark Group is a capital program management firm based in Sacramento California. Founded in 2001, Hallmark Group provides strategic planning, organizational leadership and qualified representation in the administration and management of (1) large capital improvement programs for public sector, institutional, and non-profit organizations (2) water resources and regulatory compliance initiatives.

SUMMARY

Hallmark Group seeks a dynamic and innovative Project Coordinator. This position requires strong communication, management, and administrative skills. The Project Coordinator will have regular and fast-paced interaction with multiple public and private entities, executive directors, and government staff. The ideal Project Coordinator will have work experience related to one of the following fields: construction, water resources, civil, geotechnical, or environmental engineering or biological sciences.

PERSONAL CHARACTERISTICS

Behave Ethically Understand ethical behavior and business practices, and ensure that own behavior and the behavior of others is consistent with these standards and aligns with the values of Hallmark Group.

Communicate Effectively Speak, listen and write in a clear, thorough and timely manner using appropriate and effective communication tools and techniques.

Creativity/Innovation Develop new and unique ways to improve operations of the organization and to create new opportunities.

Foster Teamwork Work cooperatively and effectively with others to set goals, resolve problem, and make decisions that enhance organizational effectiveness.

Lead Positively influence others to achieve results that are in the best interest of the organization.

Make Decisions Assess situations to determine the importance, urgency and risks, and make clear decisions which are timely and in the best interests of the organization.

Organize Set priorities, develop a work schedule, monitor progress towards goals, and track details/data/information/activities.

Plan Determine strategies to move the organization forward, set goals, create and implement actions plans, and evaluate the process and results.

Solve Problems Assess problem situations to identify causes, gather and process relevant information, generate possible solutions, and make recommendations and/or resolve the problem.

ESSENTIAL FUNCTIONS

- Support the functions of the Project Manager and team with minimal supervision and direction
- Coordinate and manage meeting schedule, activities, track progress, and disseminate essential information.
- Manage project manager calendar(s)
- Draft and edit project reports
- Coordinate with internal and external parties to support various initiatives and projects
- Maintain organized document control system for the project through close-out
- Manage and document all correspondence and related project information
- Coordinate with internal and external parties to organize the various components needed to develop, run and conclude major projects
- Complete other duties as assigned

SOFTWARE PROFICIENCY REQUIRED

- Word processing
- Simple accounting
- Spreadsheets
- E-mail
- Internet
- Microsoft: Excel, Word, Project, PowerPoint

QUALIFICATIONS

- Bachelor's degree preferred, or 5+ yrs experience in one of the following fields: project management, construction, water resources, civil, geotechnical or environmental engineering, biological sciences, or related field
- Advanced MS Excel, Word, PowerPoint, and Adobe skills
- Ability to organize, expedite and manage multiple complex projects simultaneously
- Excellent communication skills with the ability to work well with all levels of management
- Proven professional and technical writing and editing skills
- Proven ability to work with a wide range of diverse audiences and stakeholders
- Respond positively to challenges and handle pressure in a professional manner

- Ability to work extended/flexible hours as needed

BENEFITS

- Medical, Dental, Vision, Basic Life Insurance/AD&D, and EAP (portion paid by employer)
- AFLAC and Identity Theft Protection (optional benefits paid by employee)
- 401K Plan with Employer Matching Contribution
- Vacation and Sick pay