

### Job Description

**Title :** Project Coordinator

**Reports To:** Chief Development Officer

**Hours:** 5-10 hours/week

**Start Date:** January 2022 or ASAP (Position closes 11/30/2021)

**Position Overview:** Maria Droste Counseling Center (MDCC) is a medium sized nonprofit that provides mental health counseling and serves as a training facility for graduate interns and postgraduate fellows, and community for licensed private practitioners. MDCC is the project lead, along with primary partners Envision You, Jacquie Stanton Consulting, and La Cocina, are collaborating on an innovative, grant funded project to diversify the mental health provider pool in Colorado. The primary partners are extremely passionate and engaged in this process. MDCC is the hub for this work, with strong collaboration and thought leadership provided by partners. The initial grant period comprises the development of a strategic plan, including involvement of diverse stakeholder groups and community voices. Funding also provides incentives for diverse providers to join and stay at MDCC in various roles. The Project Coordinator would support the project during its 6 month initial funding period with an opportunity to expand and advance the role as the innovation develops and broadens. Additional funding sources will be sought out during the funded period to sustain the project and build out the position. This position will hold project responsibility so the partners themselves can continue to serve their primary missions. Ultimately, the Project Coordinator would bring passion and flexibility to supporting all aspects of the developing project, including project organization and tracking of progress, meeting management, marketing and outreach, and supporting recruitment efforts.

#### **Responsibilities:**

- Project Coordination & Reporting
  - Project coordination for the collaborative
  - Supporting the lead org and strategic consultant in meeting project goals
  - Coordinating overall project timelines, deliverables and outcomes
  - Outreaching, engaging and scheduling advisory/strategy sessions
  - Coordinating hiring and managing of consultants and contractors as needed
  - Facilitating MOUs, invoicing protocols with finance, outcome reporting to funder
  - Scheduling, setting and managing meetings, agenda and taking notes
  - Holding the details, so project and people stay on track with strategic endeavors
  - Managing project organization chart and shared drive folder

- Marketing & Development
  - Coordinating new relationships pertaining to the partnership, including organizations and individuals.
  - Outreaching potential new funding opportunities, partnerships, advisors, investors, sponsors, or consumers with content approved by project leads
  - Assist in growing project capacity via interns and volunteers
  - Responding to interested parties, providing information and directing them accordingly

**Qualifications:**

- Experience Required: administrative work like coordinating meetings and calendars, agendas, communications, and action items, sending reminders and formatted emails, and responding to and directing individuals and organizations.
- Experience Preferred: project coordination, tracking and reporting of grant deliverables
- Individuals from diverse backgrounds are encouraged to apply.

**Skills:**

- Passion for working in a non-profit setting, developing new relationships and initiatives.
- Strong interest in and openness to innovation and project development, visualizing that which does not yet exist.
- Strong written and oral communication skills, and communications with professionalism and efficiency.
- Sensitivity to and committed growth toward multicultural inclusivity and diversity
- Ability to work independently, self-directed, creative, and flexible in managing diverse groups and ideas.
- Energetic, innovative, ability to take initiative and use strong organizational and communication skills to support smart operations, procedures and workflows and translate big picture vision to team, partners, and other stakeholders.
- Comfort and effective networking and development of new business relationships.

**Hours, compensation and benefits:**

- Commensurate with experience (range \$20-24/hour)
- Flexible and remote schedules as appropriate
- Gym on site
- Mission oriented organization with strong reputation in the community
- Potential to work from remote locations within the state of Colorado

**To Apply:** Send resume and cover letter referencing your fit and interest in this position to [careers@mdscounseling.org](mailto:careers@mdscounseling.org).