



Greater Newark Conservancy

***MISSION:** Founded in 1987, Greater Newark Conservancy www.citybloom.org promotes environmental stewardship to improve the quality of life in New Jersey's urban communities. We have the following four programs: Education -- brings interdisciplinary, hands-on environmental and nutrition curricula to approximately schools in Newark and nearby urban school districts; Community Greening – unites residents, businesses, organizations and schools to transform blighted blocks in Newark into well-cared for, environmentally revitalized areas with productive open spaces which promote healthy living; Environmental Justice – builds partnerships to promote urban environmental issues and strives to empower inner-city residents to improve their environment; and Job Training – provides supervised training in the fields of landscaping, horticulture, agriculture, education and business to Newark high school youth and ex-offenders to increase their employability and earning potential.*

Project Coordinator Job Description

Looking for community-minded individual who has experience working in agriculture/urban food systems to coordinate multiple projects. Must have experience working with seniors and youth as the focus of the project is growing and distributing local food and engagement of the community around this work.

Job brief

We are looking for a responsible Project Coordinator to administer and organize several projects, from simple activities to more complex plans.

Project Coordinator responsibilities include working closely with Project Manager to prepare comprehensive action plans, including resources, timeframes and budgets for projects. You will perform various coordinating tasks, like schedule and risk management, along with administrative duties, like maintaining project documentation and documenting project budget. To succeed in this role, you should have excellent time management and communication skills, as you'll collaborate with multiple constituencies to deliver results on deadlines.

Ultimately, the Project Coordinator's duties are to ensure that all projects are completed on time, within budget and meet high quality standards.

Responsibilities

- Coordinate project management activities, resources, equipment and information
- Break projects into doable actions and set timeframes
- Liaise with clients to identify and define requirements, scope and objectives
- Help prepare and monitor budget(s)

- Analyze risks and opportunities
- Oversee project procurement management
- Monitor project progress and handle any issues that arises
- Act as the point of contact and communicate project status to all participants
- Create and maintain comprehensive project documentation, plans and reports
- Ensure standards and requirements are met by reviewing project objectives and rubriks

Requirements

- Proven work experience as a Project Coordinator or similar role
- Experience in project conception to delivery
- An ability to prepare and interpret schedules and step-by-step action plans
- Solid organizational skills, including multitasking and time-management
- Strong client and teamwork skills
- Strong working knowledge of Microsoft Word, Excel and Power Point.

Grant funded position, 20 hours per week for 1 year with strong possibility of continuation and expansion.

Salary

\$18 per hour, 20 hours per week

How to Apply

Please send cover letter and resume to: rdougherty@citybloom.org

Benefits

Five days of paid time off per year

Level of Language Proficiency

Spanish or Portuguese helpful

Education Required

2-year degree or equivalent work experience