

Project Coordinator (part-time)

The Center for Urban and Racial Equity seeks a part-time Project Coordinator to support research, training, meeting planning and administrative projects. We seek a detail-oriented professional with experience working with nonprofits, foundations, and/or government agencies and with an interest in building research and project management skills. The ideal candidate thrives in a fast-paced work environment, has demonstrated experience working on racial justice and health equity issues, and possesses excellent writing, organizational and problem-solving skills. [This opportunity is open to candidates on the East Coast - Washington, DC and Philadelphia based candidates preferred].

Responsibilities and Possibilities

As CURE's Project Coordinator, you will support multiple team members in completing diverse projects and provide program, administrative, technical and operational support, as necessary.

Training, Meeting and Focus Group Support

- Provide technical and administrative support for focus groups, virtual meetings and trainings including note-taking, monitoring and responding to chat posts, and trouble-shooting technical issues with breakouts and other interactive activities
- Prepare training materials, PowerPoints, agendas and other communications

Research, Writing and Project Coordination

- Research, compile and summarize promising practices and case studies on racial equity organizational and community change strategies including implementation, tracking and evaluation methodologies
- Proactively evaluate project support needs, potential roadblocks, and collaborate with team members to complete tasks
- Provide project coordination (e.g., scheduling focus groups, symposiums, stakeholder interviews) for various client and research projects
- Format, proofread and update templates, presentations, agreements, checklists and other documents
- Develop tools/templates/systems to support project goals in collaboration with other CURE team members

Leadership Support

- Serve as executive assistant to President and Managing Director including

tracking and supporting completion of leadership team responsibilities and weekly list of priorities

- Develop talking points, fact sheets, blog posts, slide decks and other tools to support preparation for public engagement activities (e.g., speeches, webinars, town halls)
- Other duties as assigned

Communications and Reporting

- Provide proactive, timely and clear communication of project/program updates and other pertinent information to CURE team members, client and program partners, grantees and consultants
- Provide high quality and diplomatic service to client partners including timely response to email inquiries and requests for information
- Attend and co-facilitate (as needed) weekly (Tuesday mornings) and quarterly team meetings, strategic planning and evaluation sessions. Take notes during all team meetings, ensuring follow-up items are handled (e.g., posted in Asana) and/or communicated to the appropriate parties.

Desired Candidate Profile:

- At least 1-2 years relevant work experience
- Excellent writing skills and the ability to present information in a variety of formats and styles for different audiences
- Proficiency in Google Docs, MS Word, PowerPoint, Excel, Asana, Zoom or similar virtual meeting platform
- Experience in managing and conducting surveys, stakeholder interviews and focus groups
- Some experience with qualitative and quantitative data analysis and reporting preferred but not required
- Attention to detail, strong time management skills and ability to work independently and to take initiative in anticipating and completing tasks
- Demonstrated experience coordinating and supporting initiatives designed to address systemic barriers to equity experienced by marginalized groups including Black, Indigenous and communities of color, women, and LGBTQ people
- Ability to multitask, prioritize assigned projects and deliver consistently high quality work and customer service in a fast-paced team-based environment
- Commitment to ongoing learning and application of new strategies to enhance consulting engagements, services and deliverables
- City government experience strongly preferred but not required
- Bachelor's degree in a relevant area (e.g., sociology, public administration, nonprofit management, public policy, human resources) a plus but not required

Time Commitment and Compensation

The selected applicant will be available to start immediately. This opportunity is best suited for individuals with a minimum of 15-20 hours availability each week during business hours, flexibility to respond to emerging needs that may change from week to week, interest in a long-term position with CURE, and a commitment to collaborative and systemic change approaches to advancing racial equity in organizations and communities. Occasional availability to support virtual workshops and webinars held during early evening hours is anticipated for this position. This is a temporary, contract position (no benefits provided) with the potential to be permanent, pending candidate's performance and anticipated funding to support a long-term position. Compensation is \$24/hour.

How to Apply

Submit a cover letter, resume/CV and two writing samples (e.g., memos, fact sheets, research reports) by Friday, October 2, 2020 at:
<https://airtable.com/shri4P1eGRAit5Chr>.

People of color and LGBTQ candidates strongly encouraged to apply.

No phone calls.