



## Job Description

# Senior Project Coordinator

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## THE OPPORTUNITY

FirstPic, Inc. is a dynamic consulting firm that offers a wide range of project management consulting services for youth serving non-profits throughout the country, such as Boys & Girls Clubs, Sea Research Foundation, Cal Ripken Sr. Foundation and many others. FirstPic, Inc. seeks a full-time energetic candidate to assist in program administration for a variety of youth development projects. The Youth Development Senior Project Coordinator position is a fantastic opportunity for an individual interested in gaining broad exposure to youth development programs, working directly with youth program providers and gaining experience in managing federal funding. Located in Gambrills, MD, FirstPic, Inc. provides youth development leaders with the valuable tools and resources that are necessary to serve youth from a variety of backgrounds including Native youth and youth residing in communities of high need. By partnering with government organizations and non-profits, FirstPic, Inc. strives to ensure that kids in need across the country are provided with the best opportunities and have access to adults and mentors who truly care about their communities and their future. The Youth Development Senior Project Coordinator will have the opportunity to support Youth Development clients consisting of local, national and international youth serving non-profits. Focus is on communicating with clients; tracking and reviewing client reports and ensuring timely competition of grant requirements.

## RESPONSIBILITIES INCLUDE:

- Coordinate activities, resources, equipment and information for projects
- Bring to the attention of the project manager any coordination issues which he/she cannot resolve
- Review financial reimbursement requests for completeness, allowable costs and appropriate documentation
- Track financial submissions for sub-grantees and conduct outreach as needed
- Conduct trainings for staff at sub-grantee agencies
- Support development of client reports and materials
- Manage participant accounts in online client portals: creating new accounts, sending welcome materials to clients, and assigning related tasks to team members
- Coordinate logistics for client meeting
- Compiling and maintaining interim project reports and minutes of meetings
- Develops the initial project schedule, makes certain that all scheduling conflicts are resolved with routine updates with the project manager's final approval

- Monitor, track and communicate the status of current projects and tasks
- Review all client reports and materials
- Communicating relevant information to all team members, such as change in schedule dates, changes in the project's requirements, unexpected hitches etc.
- Must be able to work with minimal supervision and manage multiple tasks simultaneously
- Requires solid problem solving skills; flexibility, excellent interpersonal skills.
- Must be able to work well with all levels of internal management and staff, as well as outside clients and vendors
- Travel required

## REQUIRED SKILLS:

- The successful applicant will possess excellent communication skills (writing, editing and speaking); be detail oriented; have a passion for stretching yourself and sticking with a project through completion; and ability to manage multiple priorities in a dynamic, fast-paced work environment
- Take initiative and maintain a team-orientated approach to work
- Strong math skills and attention to detail are necessary
- Establish and maintain effective relationship with client and youth development practitioners
- Demonstrate high degree of flexibility and adaptability
- Display enthusiasm and commitment, maintain a positive "can-do" attitude
- Have the ability to complete a variety of assignments across multiple projects that require effective coordination and collaboration with other team members
- Spend his/her time and the time of others on work that is most critical and relevant to FirstPic, Inc. clients; able to quickly identify most important and pressing tasks, can quickly sense factors that will either help or hinder goal accomplishment; eliminates roadblocks; creates and sustains focus
- Exhibit excellent interpersonal skills and ability to effectively work with a diverse array of stakeholders both within and outside the United States

## ADDITIONAL INFORMATION:

- Degree required
- 3-4 years of work experience including youth development experience
- Salary in the \$40s
- Benefits include paid leave, health insurance, 401K and Life Insurance

## NEXT STEPS

- Please submit a resume and cover letter (with salary requirements) to [recruitment@firstpic.org](mailto:recruitment@firstpic.org). Please include the job title in the subject line of the email. PDF format preferred