

INTERNAL POSTING - PROJECT COORDINATOR - JOB POSTING

The Mission, Vision, and Values of Sacramento Steps Forward (SSF) is to end homelessness through leadership, convening partners, data-driven best practices, and improving system performance. Our vision is an equitable community where everyone has a safe place to call home. We believe in human-centered, community-inspired solutions, with a focus on equity, transparency, and continuous learning.

The highly organized and proactive Project Coordinator supports the Project Manager in planning, executing, and delivering enterprise-wide projects for our nonprofit organization. The Project Coordinator (Analyst II) reports to the Process Improvement Advisor. The Project Coordinator (Analyst II) will play a vital role in ensuring project tasks are completed efficiently and on time while providing administrative and logical support to the project management team. This position is ideal for someone who thrives in a collaborative environment and is passionate about contributing to mission-driven initiatives.

SSF embraces technology to develop ongoing efficiencies. Currently the office is a hybrid operation. This position will be required to report to the office periodically. **This is an internal job posting and only SSF employees are welcome to apply at this time.**

Essential Duties and Responsibilities include the following:

- Project Support:
 - Assists the Project Manager in developing project plans, schedules and documentation.
 - Tracks project progress and ensure all tasks are completed according to timelines.
- Administrative Support:
 - Prepares and distribute project-related materials such as meeting agendas, reports, presentations and meeting minutes.
 - Schedules and coordinate meetings, including stakeholder briefings, team check-ins, and project updates.
 - Maintains organized project files and documentation for reference and compliance purposes.
- Communication and Coordination:
 - Serves as a point of contact for internal teams and external stakeholders to address project inquiries.
 - Facilitates effective communication among team members to ensure alignment and clarity of responsibilities.
 - Communicates the regular status updates to the key stakeholders.
- Task and Workflow Management:
 - Tracks and manages task assignments, ensuring deadlines are met and deliverables are completed.
 - Identifies potential roadblocks or delays and escalate issues to the project manager as needed.
 - Assists in coordinating cross-functional team efforts to maintain project momentum.
- Process Improvement:
 - Suggests and implements improvements to project coordination and workflow processes.
 - Contributes to the development of templates and tools to enhance project efficiency.
- Regular, predictable attendance is required.
- Ability to get along and work effectively with others.
- Other duties may be assigned.

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Ideal candidates will possess the following knowledge, skills, abilities and experience:

- Passion for the mission and values of the organization.
- Strong problem-solving skills with the ability to prioritize tasks effectively.
- High level of adaptability and ability to handle multiple projects in a fast-paced environment.
- Proactive approach with willingness to take initiative.
- 1-2 years of experience in project coordination or administrative roles, preferably in a nonprofit or mission driven environment.
- Familiarity with project management tools (especially Asana).
- Excellent organizational and multitasking skills with strong attention to detail.
- Strong verbal and written communication skills.
- Ability to work collaboratively in a team-oriented environment.

Education and/or Experience:

An Associate's degree or completion of equivalent credit units from an accredited college or university is required preferably in behavioral science, business administration, social work, humanities, public administration, social science, career counseling, vocational development or a related field or six months to one year related experience and/or training; or equivalent combination of education and experience. Bachelor's degree (B.A.) from four-year college or university preferred but not required; or one to two years related experience and/or training; or equivalent combination of education and experience.

Compensation and Benefits:

Compensation range \$31.62 to \$35.70. Planned maximum is at the mid-range at hire, DOE.
Full-time, non-exempt position with benefits; health, dental, and vision, 401k, accrued time off and paid holidays.

To Apply:

If you qualify, please submit your application, cover letter, and resume to jobs@sacstepsforward.org; once submitted we will be in contact with you. You will find the employment application [HERE](#). **Please note that your submittal will not be reviewed unless all required items are received, including the application, cover letter, and resume.**

The position will be open until March 19, 2025 or until filled. Please do not contact Sacramento Steps Forward directly. No phone calls or personal visits will be accommodated without an appointment. Staffing and recruiting agencies, please do not respond.

Sacramento Steps Forward is committed to the principles of being an equal opportunity employer in accordance with state and federal law. Sacramento Steps Forward organizational policies, practices, programs, activities and decisions regarding employment are not based on a person's protected status or class, in accordance with applicable law.

Sacramento Steps Forward will take the steps to assure that people with disabilities are provided reasonable accommodations. Accordingly, if reasonable accommodation is required to fully participate in the job application or interview process, to perform the essential functions of the position, and/or to receive all other benefits and privileges of employment, please contact jobs@sacstepsforward.org.