



Illinois Heartland Library System

Job Description

Position Title: Project Coordinator

FLSA: Exempt

Location: Edwardsville

Employee Type: Full-time

Pay Type: Salaried

Fiscal Classification: Other Professional

Salary Classification: 7 (estimation)

Summary:

The primary function of a project coordinator is to make sure projects are organized and stay on track. The project coordinator key responsibilities will typically involve maintaining project documentation, such as plans and reports; assigning tasks and controlling schedules; communicating the project's progress to team members and other stakeholders; and managing the project's budget.

Duties & Responsibilities:

- Participate in project design meetings and propose improvements if necessary
- Evaluate potential problems, technical hitches and develop solutions
- Plan and manage team goals, project schedules and new information
- Supervise current projects and coordinate all team members to keep workflow on track
- Manage project-related paperwork by ensuring all necessary materials are current, properly filed and stored
- Direct project correspondences by preparing and reviewing project proposals, memos, meeting minutes and emails
- Communicate with IHLS employees to identify and define project requirements, scope and objectives
- Adhere to budget by monitoring expenses and implementing cost-saving measures
- Assist with grant reporting
- Maintain a good working relationship with the project director

Supervised by: Associate Director

Supervises: None

Minimum Education and Experience:

- Bachelors in Business Administration or related field
- PMP / PRINCE2 certification is a plus
- Minimum of 2 years of experience

Licenses or Certifications Required: Valid driver's license.

Knowledge, Skills, and Abilities Required:

- Preparing presentations to update senior management on the project's progress and showcase the project's value.
- Ability to communicate effectively in writing as appropriate for the needs of the audience.
- Proven work experience as a Project Coordinator or similar role successfully managing multiple projects simultaneously.
- Experience in project management, from conception to delivery
- An ability to prepare and interpret flowcharts, schedules and step-by-step action plans
- Solid organizational skills, including multitasking and time-management
- Strong client-facing and teamwork skills
- Hands-on experience with project management tools (e.g., Basecamp or Trello)
- Knowledge of principles and processes for providing customer service including customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- Ability to work in an organization that embraces customer service.
- Ability to use a computer and Microsoft applications such as Word, Excel, Power Point, Planner, Project, and Microsoft Teams.
- Ability to prioritize work.
- Ability to work independently and as part of a team.
- Ability to be timely in responding to requests.
- Ability to be flexible, to use time wisely and to perform duties in a professional manner.
- Willingness to help others accomplish their objectives.
- Ability to demonstrate a positive attitude towards co-workers, member libraries and job duties.
- Ability to travel as required.

Working Conditions:

Work is usually performed in an office environment. Some evening and weekend work will be required, with occasional overnight travel.

Telecommuting:

This position allows for occasional and regular telecommuting.

Physical Requirements:

- Primarily sedentary work, but also requires standing, walking, stooping, or crouching, kneeling, crawling, reaching, pushing, grasping, lifting, feeling, hearing, and talking.
- Requires the ability to exert up to 20 pounds of force occasionally to lift, carry, push, pull or otherwise move objects.
- Clarity of vision at 20 inches or less with the ability to adjust the eye to bring objects into sharp focus, clarity of vision at 20 or more feet, and the ability to distinguish colors.
- Must be able to concentrate on detailed information over an extended period.
- Prolonged use of a computer with continuous sitting.

This job description is not intended to imply that the duties identified above are the only duties to be performed by employee(s) in this position. Employees may be required to perform other job

Project Coordinator (continued)

duties as requested, subject to applicable state and federal laws. This job description or certain job functions described herein may be subject to modification in accordance with applicable state and federal laws.

Employee (Print Name)

Employee Signature

Date

Supervisor (Print Name)

Supervisor Signature

Date

Approved