Project Coordinator
Part Time

Major Duties

Under the direction of the Executive Director and the Associate Director, the MMC Project Coordinator is responsible for the overall development, implementation, daily operation and evaluation of Center programs and projects. Additional duties include:

➢ Provides leadership in the development of Center projects
➢ Collaborates with other internal resources to: schedule and implement project-related community recruitment events, task force meeting and coalition meetings
➢ Maintains relationships with community partners
➢ Develops sustainability plan to ensure viability of projects
➢ Travels to and from community sites
➢ Helps create linkages with community/partnering agencies and organizations
➢ Recruits for coalition members
➢ Schedules appointments with key stakeholders to discuss project goals and expectations for the community coalition
➢ Writes reports and communication materials
➢ Organizes and maintains project files in shared drive
➢ Creates and maintains comprehensive project documentation, policies and procedures for ensuring the academic quality and integrity of Center projects
➢ Oversees data collection procedures for formative research including pre-assessments and post-assessments
➢ Responsible for purchasing and/or creating educational and promotional materials and supplies
➢ Performs tasks and other duties as assigned by Executive Director and Associate Director

Qualifications

Equivalent to graduation from an accredited four-year college or university. Master’s Degree in Public Health, Public Policy, Public Administration, Nutrition or related field required. Experience in implementing public health projects in underserved communities required. Experience project coordinating strongly preferred. Registered Dietitian certification (RD/RDN) required.

Knowledge, Skills, & Abilities

Working knowledge of general practices, program, and/or administrative specialty. Ability and specialized skills to: interpret, and apply a wide variety of policies and procedures; perform basic research and statistical analysis; analyze data and make accurate projections using business mathematics and basic statistics; compile, write and present reports related to program or administrative specialty; communicate effectively both orally and in writing; organize, coordinate and prioritize multiple tasks; work in a busy environment with frequent interruptions; establish and maintain cooperative working relationships with staff, students, faculty, and external contacts.

For more information and how to apply, please click the link below under External Applicants and find job code 7674.

http://www.csun.edu/careers/