



JOB DESCRIPTION

Project Coordinator

Reports to Knowledge Management Sector Manager

Purpose of this position:

The Project Coordinator will work in the areas of Knowledge Management and training, as well as Safety and Mission Assurance. This position is responsible for assisting in the preparation of management plans and reports and will coordinate schedules to facilitate completion of proposals, contract deliverables, task order reviews, and briefing/presentations. The Project Coordinator performs analysis, development, and review of program administrative operating procedures.

Responsibilities include, but are not limited to the following:

- Provide administrative support, including document preparation, meeting and logistics coordination, and other broad support activities.
- Support planning, scheduling, production and execution of conferences and seminars.
- Support account management for user community in accordance with standard work procedures.
- Update and maintain multiple Access databases.

Knowledge and Skills:

- Proficient with Microsoft Office applications including Word, Excel, PowerPoint, Access, and Outlook.
- Possess excellent written and oral communication skills.
- Ability to prioritize and organize duties.
- Ability to maintain relationships with significant and influential individuals.
- Ability to initiate and maintain professional relationships with diverse groups.
- Computer and Web-related skills.
- Event planning skills.
- Contract negotiations.
- Ability to change direction with ease.
- Works with limited supervision and direction.
- Required to use judgment and initiative in problem solving.

DESIRED SKILLS:

NASA and/or DOD experience is highly desired. Knowledge Management and training experience would be given positive consideration. An aptitude for numbers related to budget activities is strongly desired.

Education and work experience:

- High School diploma
- Specialized experience in general contract administration.
- Minimum of eight years experience, of which at least two years must be specialized.

Physical Requirements:

Kneel, crouch, and manipulate (lift, carry, move) light to medium weights of 10-30 pounds. Requires good hand-eye coordination, arm, hand and finger dexterity, including ability to grasp, and visual acuity to use a keyboard, operate office equipment and read information on spreadsheets and reports. The associate frequently is required to sit, reach with hands and arms, talk and hear.

Certificates and Licenses Required:

N/A

All qualified candidates should forward their resume to pmossbruger@alpha-port.com.