



## Project Coordinator Job Description

Organization	Coastal Corridor Alliance (CCA)
Position	Project Coordinator
Position Type	Full-time, Non-exempt Grant funded until October 31, 2025
Applications Accepted	Rolling, Open Until Filled
Hourly Rate (Range)	\$22.00 - \$27.00 per hour
Application Deadline	Wednesday, November 13, 2024, by 5pm

**Defined:** The Project Coordinator manages the day-to-day needs and implementation of CCA's Arts in California Parks grant award, which is designed to foster vibrant community engagement, support local artists, and celebrate cultural diversity through the creation of art and culture programming in local parks. This position exists for the duration of the grant period only, unless other funding is secured to maintain the program and position.

**Description:** The Project Coordinator is responsible for harnessing the visual arts to connect underserved communities to Fairview Park's Indigenous and ecological history. Together with the community, CCA aims to create a visually impactful 10' x 20' Collaborative Mosaic, composed of 80-100 individual art projects made from trash collected from Fairview Park and surrounding parks. Each individual art project will first be created on a sand canvas, then be photographed, and then deconstructed for reuse. This Project Coordinator position will ensure timely implementation of infrastructure for the Collaborative Mosaic and achievement of grant objectives in collaboration with CCA staff and its partners, leading to the fulfillment of the grant deliverables. The position reports directly to the Deputy Director.

### **Duties and Responsibilities:**

#### ***Project Scheduling and Logistics***

- Collaborate with project partners to develop and maintain a year-long grant implementation plan that meets the required goals and timelines as set by the grant, including achieving all major milestones in a timely manner.
- Schedule and conduct biweekly project meetings, coordinating the efforts of the Art Director, interns, Tribal leadership, partners, and CCA staff.

- Schedule monthly pop-up events including identifying advertising, community participation needs, and coordinating educational content/schedules with program partners.
- Introduce speakers and explain and direct activities at each event.
- Record event metrics in CCA's grant reporting dashboard that adhere to Parks California's program evaluation criteria.
- Attend and actively participate in any required grant-related meetings.

### ***Program Planning and Event Management***

- Create a complete list of project needs (including materials, supplies, purchases, registration, volunteer management, advertising, etc.) as part of the grant plan, and recommend best-priced materials to be delivered in a timely fashion.
- Coordinate with event location representatives to ensure CCA events are in compliance with venue regulations.
- Anticipate art participants' needs prior to event days and ensure those needs are met.
- Manage all event planning tasks including, but not limited to staff, volunteer, and participant registration, scheduling and programming of activities, event infrastructure, ensuring adequate supplies are available, coordinating trash collection at events, obtaining waivers, addressing potential liability concerns, and coordinating promotional activities (in coordination with CCA's Communications Specialist and in compliance with grant requirements).
- Effectively manage and address additional pop-up "day-of" logistics as may be required.
- Ensure all receipts and purchase records are accurate and maintained as per CCA procedures and as needed for grant reporting.

### ***Collaborate with Grant Partners***

- Work to effectively implement and execute the creative and aesthetic direction of the Tribal partners and Art Director in all aspects of the project.
- Work with CCA's Communications Specialist to ensure that all communication needs of the project are met, including creating and distributing promotional materials, engaging and organizing sufficient media outreach, social media, newsletters, and program collateral (such as flyers, program descriptions, event registration materials) in compliance with grant requirements.
- Manage and direct interns and volunteers, including organizing training sessions as needed.
- Coordinate travel and other necessary accommodations for program partners and participants in partnership with the Executive Director.



- Manage, track, and oversee the successful execution of all external events related to the project, including, but not limited to, gallery events, promotional showings, and City Council/Arts Commission presentations and meetings.

The above statements are intended to describe the general nature and level of work to be performed by the individual in this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of the position. Other duties may be assigned at CCA's discretion.

## **Requirements and Qualifications:**

### ***What You've Accomplished***

- 5+ years' experience in project management-related positions.
- 3+ years' event planning experience.
- 3+ years' experience in non-profit work is a plus.
- Artistic or creative experience is a plus.
- Spanish language proficiency is a plus.
- Possess ability to thrive on managing a variety of key tasks concurrently.
- Demonstrate enthusiasm, good judgment, and leadership skills with the ability to collaborate effectively with varied parties from agencies and Tribal representatives to non-profits and the members of the public at large.
- Possess a highly collaborative style and ability to work well with others and a variety of work styles.
- Be a self-starter, be able to work independently and enjoy creating and implementing new initiatives.

### ***What You'll Need to Do***

- Communicate effectively with a variety of program partners from a variety of backgrounds and various work and communication styles.
- Demonstrate cultural sensitivity.
- Work evenings and weekends as needed.
- Effectively manage, plan, and execute numerous public events.
- Safely traverse potentially uneven surfaces outdoors for several hours at a time on foot or bicycle.
- Set up a booth including: carrying and setting up six-foot table(s), chairs, and a pop up tent, weighing approximately 50 pounds.
- Be able to sit or stand for lengthy periods at a time when interacting with the public.
- Have a sincere commitment to work collaboratively with all constituent groups, including staff, board members, volunteers, donors, program participants, other supporters, and community members.
- Be able to anticipate problems before they start and effectively address them.



- Competence and physical ability to operate a laptop or desktop computer for lengthy periods of time.
- Have experience with Google Workspace and Eventbrite.

### **Compensation:**

This position is a full time, hourly (non-exempt) opportunity and will pay \$22.00 - \$27.00 per hour (estimated at roughly \$3,813 - \$4,680 per month). Some overtime may be required. This position is eligible for overtime.

### **Benefits:**

CCA offers all employees access to a retirement plan, paid sick leave, and flexible scheduling. Once an employee regularly works 20 hours or more per week, CCA offers a benefits package, including payment into health, dental, and vision insurance commensurate with FTE percentage. Employees who regularly work 20 hours or more per week are also eligible to receive five (5) days of paid vacation per year at their normally scheduled work hours, and some paid federal holidays.

### **Location:**

**This is a remote, work from home, position.** Only candidates residing within a 25-mile radius of the Coastal Corridor will be considered for the position. This position will require frequent travel including to the Santa Ana River Coastal Corridor (the Newport Beach, Huntington Beach, and Costa Mesa area). Business expenses will be reimbursed in accordance with state and federal law.

### **Hiring Process:**

Applications will be reviewed on a rolling basis beginning Friday, November 1st. The deadline for all applications to be submitted is Wednesday, November 13th. This position will remain open until filled. To ensure transparency, best efforts will be made to review every complete application and to confirm receipt of the completed application within 72 business hours. Notification of a decline to interview or request for an interview will be given only to those applicants that submit all the required materials (as referenced below).

Any job offer will be contingent on candidates successfully completing a background check to verify employment eligibility, a Motor Vehicle Record check (which will occur annually thereafter if hired), and a LiveScan fingerprint.

### **How to Apply:**

Submit a cover letter, current resume, and three professional references (with name, title, affiliation, phone, and email) to the Hiring Manager, Amy L. White by email as one PDF attachment (if possible) to [Hiring@CoastalCorridor.org](mailto:Hiring@CoastalCorridor.org). No calls accepted.