



Position Description
Position Title: Project Coordinator

Reports To: Executive Director
FLSA Status: Non-Exempt

Responsibilities:

- Ensure that all aspects of a project are organized and in conformance with timeline and deliverables requirement.
- Develop and maintain project performance database that tracks overall progress and achievement of milestones.
- Assign and monitor resources effectively to boost project efficiency and maximize deliverables output.
- Report project risks and outcomes to appropriate management channels, and escalate issues according to project work plan.
- Serve as point of communication between company teams and external resources.
- Maintain work calendar.
- Deepen partnerships with outside resources, including third-party vendors and researchers.
- Maintain relationships and communication with community school families, community organizations and businesses.
- Coordinate internal and external resources, ensuring that projects remain within scope, schedule, and budget.
- Analyze project progress and, when necessary, adapt scope or timeline to achieve optimal results.
- Other duties as assigned by Executive Director.

Preferred Skills and Qualifications:

- Some experience in project coordination
- Experience in coordinating and working with teams and community
- Proven success in a corporate setting, working with all levels of management
- Strong written, verbal, and presentation skills
- Fluent in Hawaiian Language