



Project Coordinator

GPS Education Partners (GPSEd) is a non-profit organization that utilizes an innovative education model to build strategic partnerships with education, business, and the community. These partnerships enable us to accelerate development for students interested in technical careers, by preparing them through a credentialed work-based learning solution.

GPSEd is seeking a candidate with proven success building strong relationships and leveraging teams to drive results to join our organization. If you enjoy engaging with a variety of audiences to achieve goals, this might be a fit for you.

The Project Coordinator will support the internal GPSEd team on projects as well as stay connected with the client being served. This position owns the project coordination process and does not report to a Project Manager. This role ensures client satisfaction and repeat business for GPSEd by driving project execution with organization, attention to detail, and consistent follow-up. Upon conclusion of the project, continued responsibilities in project implementation will be retained in this role.

Responsibilities:

- Develop comprehensive understanding of each project through identifying the goal, deliverables and progress benchmarks.
- Build and maintain project plan and schedule to meet the project goal. Seeks comprehension of others' roles outside project and impact to their tasks. Maintain status updates by monitoring activities and keeping documentation.
- Responds with urgency to internal and external customer requests for information and assistance.
- Will prepare and deliver presentations as required.
- Additional responsibilities may include scheduling, conducting and attending meetings, contract administration and maintaining client records in the database.

Skills, Knowledge, and Experience:

- Minimum of 3 years of related experience
- Intermediate skill in Google Suite and Microsoft Office Suite
- Experience with Smartsheets or other project management software required.
- Ability to work in a matrix operations environment with competing priorities
- Strong communication skills, both verbal and written. Ability to collaborate well with remote teams.
- Experience working in education a plus.