



Regional Housing Authority

Position Description **Project Coordinator**

I. Summary:

The Project Coordinator will perform a full range of administrative and project support assignments for the DCM department and programs. Coordinates Healthy Homes and other projects as they get funded. Provide support to field supervisors and crews.

II. Authority:

Reports to the Director of Project Development. May supervise DCM admin staff.

III. Duties and Responsibilities:

- Coordinate and administrator Healthy Home programs, and other projects as necessary.
- Coordinate with THRHA site supervisors, contractors, field admin assistants and force account crews on multiple projects in various communities in SE Alaska.
- Establish and maintain Scopes of Work, Cost Estimates, Project Budgets, and Project Schedules.
- Oversee procurement of materials and services for various construction projects
- Ensure that pcard, timesheet entries are processed timely and accurately.
- Assure compliance with THRHA procurement policies and procedures.
- Assure compliance with various grant requirements, policies and procedures. This may include submitting invoices and program data through grant required software.
- Assure project budgets are maintained.
- Work with staff on client applications and client eligibility.
- Work with clients on client issues and complaints, and respond in a timely and responsible fashion. Maintain satisfactory client relations within the parameters of THRHA and program policies.
- Work with tribal, local, state, and federal entities NAHASDA rehabilitation programs and other assigned programs.
- Write reports and letters as needed, work with spreadsheets, and maintain accurate records and files (both electronic and paper).
- Participate in job interviews and hiring for project supervisors and field administrative assistants.
- Monitor project inventories.
- Assist in logistics for crew travel and materials to make sure staff and materials are where they are needed when needed.
- Process credit card report weekly.
- May include travel to remote locations via small plane.
- Other duties as directed by the Director of Project Development.

IV. Required Knowledge, Abilities and Skills:

- Ability to work independently.
- Basic knowledge of construction
- Experience coordinating multiple projects simultaneously
- Knowledge of federal programs and THRHA policies and procedures

Office Coordinator

- Excellent verbal and writing skills
- Excellent computer and recordkeeping skills
- Skilled at good customer relations
- Experience with procurement of goods and services
- Working knowledge of MS Office Suite software and the use of computer systems including databases.
- Must be able to communicate clearly and accurately with a variety of individuals.
- Must have a valid Alaska State driver's license
- Strong customer service skills.
- **Physical Requirements of the Position:** *The physical demands described are representative of those that must be met to successfully perform the essential functions of this job.* While performing the duties of this job, the employee is regularly required to:
 - Talk or hear;
 - Sit for extended period;
 - Stand;
 - Walk;
 - Reach;
 - Push and pull.
 - Lift up to 40 pounds.

V. Minimum Qualifications:

High School Diploma or GED, 2 years of experience managing and administering multiple projects simultaneously. An degree in business or related field may substitute for the experience.

VI. Grade Level:

Grade 12

Non-exempt

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for their job. Duties, responsibilities, and activities may change at any time with or without notice.

Signatures

This job description has been approved by:

Supervisor/Manager _____

HR _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____