

*Application open until filled*

# Project Coordinator



**Position Title:** Project Coordinator

**Location:** Hybrid, majority remote

**Employment Type:** Employee, full-time (32 hours per week!)

**Reports to:** Director

**Salary:** \$60,000 Annually (see below for benefits)

## Job Summary

The Project Coordinator is detail-oriented, resourceful, and proactive. As a self-directed individual, the primary objective of the Project Coordinator is to advance the duties of Williamson Creative Agency (WCA) by upholding systems and processes, managing calendars and deadlines, and driving tasks to completion. The role works closely with independent contractors and WCA's director, as well as occasional clients, to ensure the team is aware of upcoming deadlines, deliverables, and priorities. They will also support administrative or project specific tasks to support design, communications, and events initiatives as assigned by the director.

## Projects, Systems & WCA Operations Coordination

- Attend weekly virtual meetings with the agency and clients.
- Enter tasks and data into our project management system, upholding systems and procedures.
- Prepare outlines for and complete WCA meeting minutes or presentations.
- Schedule and maintain a calendar of team and client meetings and appointments.
- Monitor shared inboxes for invoices, potential business, and general communications.
- Conduct market research and prepare relevant briefs for both operational and event-related needs, ensuring WCA leadership is informed.
- Draft and distribute communications such as newsletters and quarterly or annual reports.
- Support WCA marketing, branding, and portfolio management.
- Ensure WCA's operational systems are upheld; apply relevant knowledge to all initiatives, internal and external.
- Maintain accurate records of project-specific expenses, ensuring budgets are adhered to.
- Track project performance using data analysis and identify areas for improvement.
- Collect feedback from clients, vendors, and the agency to continuously improve services.
- Assist in the preparation, setup, and closeout of projects and new business initiatives, including RFQs, proposals, reports, and other documentation.
- Monitor compliance with tribal, state, and federal regulations, including accessibility standards.
- Ensure all services are aligned with client and agency standards and expectations.
- Engage in continuous learning and skill development.



## Event and Communications Coordination

- Work collaboratively with designers and copywriters to create and schedule communications such as social media posts, email campaigns, and surveys.
- Assist contractors with the gathering of information and content for design deliverables.
- Serve as the primary point of contact and gather relevant information through email for clients, including event speakers and guests.
- Prior to gatherings, coordinate directly with vendors for hospitality needs to ensure smooth execution of lodging, dining, and transportation plans.
- Manage, prepare, and distribute proper communications for lodging and dining logistics, including inquiry responses, rooming lists, accommodations, schedules, and menus for key contacts.
- Coordinate in-person, virtual, or hybrid event logistics (e.g., continued education conferences, not weddings).
- As assigned, set up and oversee hospitality areas and ensure proper labeling and communication of food for dietary restrictions (e.g., vegetarian, gluten-free, etc.).

## Qualifications

**Experience & Education:** A minimum of 2 years of experience in Project Coordination is required, preferably within an educational, government, or corporate setting. Technical experience with project management systems and proficiency in digital communications is required. Bachelor's or Master's degree preferred; 4 or more years of experience is sufficient.

### Skills and Competencies:

- Experience working with Native communities is preferred; a willingness to learn is essential.
- Excellent organizational abilities with digital tools and systems.
- Exceptional communication and interpersonal skills.
- Proficiency in data analysis and reporting tools.
- Work collaboratively with diverse stakeholders and provide concise, timely status reports.
- Technical skills proficiency: Microsoft Office Suite, Slack, Google Drive, Canva, Zoom, Airtable, Adobe Acrobat, Asana, Teamwork.com, Canva or other relevant software applications.
- Occasional travel may be required based on business needs.

**Application Process:** Submit your cover letter expressing interest and your resume to [hello@williamsoncreativeagency.com](mailto:hello@williamsoncreativeagency.com). In the cover letter, include your experience(s) with project management platforms and speak to instances supporting a creative agency, event planning, or both.

**Benefits:** This full-time position is 32 hours per week, reflecting our strong commitment to work-life balance, working Monday-Thursday. It is a hybrid role, allowing for a combination of remote and in-office work, with the majority of work being remote. Upon successful completion of the probationary period, employees will receive a medical stipend in place of employer-sponsored health insurance, along with paid time off, 12 floating holidays, sick days and our December "slow down" schedule.

