



City of Gonzales

Project Coordinator \$21.91 – \$26.67

DEFINITION

This Project Coordinator is a new, temporary position under the direction of the Director of Community Engagement & Strategic Partnerships. This grant funded position runs through February 28, 2022 and will support a variety of projects intended to help further the mission and vision of the City of Gonzales and support community resilience and well-being.

The Project Coordinator will support the coordination and facilitation of high impact strategies through partnerships with private businesses, non-profits and other governmental agencies. He/she will represent the organization in a variety of projects and through a variety of functions while engaging with diverse populations.

CORE FUNCTIONS

To do so, he/she is expected to perform the following core functions:

1. Support the implementation and administration of the Gonzales Cares Program, which includes the community health worker project, housing and utility support, etc.
2. Support and the capacity building of the community health workers.
3. Serve as a point of contact and resource for a number of COVID-19 relief efforts.
4. Support community engagement efforts, internally and externally by making it easier for the City, residents, existing and prospective partners to connect, collaborate, and partner effectively.

DISTINGUISHING CHARACTERISTICS

The project coordinator will be responsible for supporting a variety of projects including but not limited to COVID-19 relief efforts that include the community health worker project, the housing, rental and utility assistance program, and COVID-19 vaccine clinics among others. The project coordinator will provide support and coordination around the projects and help to ensure effective delivery of each one of them. He/she will work closely with the Community Engagement and Strategic Partnerships Director to track data for reports and grants to ensure compliance. He/she will be responsible for providing day to day support and supervision for the community health workers and ensure that they have all the materials needed to support the public with their COVID-19 needs. The project coordinator position requires a high level of skills in project management, communications, facilitation and problem solving. They must demonstrate great attention to detail given they will have a high level of responsibility. They

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must be bilingual and have the ability to connect with various stakeholders as they will be interacting with the public frequently.

The following characteristics are also desired:

- Have a high competency in administrative duties
- Be detailed oriented
- Support the capacity building of the community health workers and other volunteer community members
- Have active knowledge and interest in supporting residents to navigate systems
- Bilingual English and Spanish
- Excellent computer skills, including knowledge of Excel, Microsoft Office, Google Applications, PowerPoint and Social Media Sites, etc.)
- Ability to track and report on project activities
- Ability to manage multiple tasks and meet project deadlines
- Flexibility of schedule, ability to work some nights and weekends
- Friendly communication skills in person and over phone
- Active listening skills, including the ability to summarize or articulate key points
- Ability to give, receive and incorporate constructive feedback
- Must be a self-starter and outgoing
- Must be able to work independently and in collaboration as needed
- Must be able to represent the organization on various committees and task forces, etc.

SUPERVISION RECEIVED AND EXERCISED

The Project Coordinator will work with and be supervised by the Community Engagement and Strategic Partnerships Director.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

- Connecting with and serving as a resource to the public.
- Supporting COVID-19 relief efforts through the Gonzales Cares Program
- Conducting data analysis for presentations and reports
- Collecting client needs information and required documentation
- Supporting local families with resources needed to quarantine/isolate
- Supporting other activities as needed to achieve project outcomes
- Supporting individuals with testing and vaccine information and scheduling
- Other duties as assigned

EMPLOYMENT STANDARDS

Knowledge of:

- Standard and accepted office procedures, practices and equipment.

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- Skilled computer operations including knowledge of PowerPoint, Word, Excel, etc.
- Basic methods and techniques for report formatting and business writing.
- Exceptional customer service etiquette and empathy required.
- Detailed and superior techniques for recordkeeping.

Skill to:

- Understand and follow both written and oral directions in an independent manner.
- Work collaboratively and effectively in group settings.
- Read, understand, and apply designated policies, rules, regulations, and departmental procedures.
- Learn the city's and assigned department's policies, procedures, services, and operating standards.
- Learn to operate specialized information systems software in an effective manner.
- Communicate clearly, concisely and with tact in both oral and written forms.
- Work with various cultural and ethnic groups in a tactful, empathetic and effective manner.
- English and Spanish language skills preferred.
- Critical thinking and conflict resolutions skills required.
- Word process/type accurately at a speed necessary for successful job performance.
- Meet the physical requirements necessary to perform required duties in a safe and effective manner for self and others.
- Establish and maintain effective working relationships with those contacted in the performance of required duties.

EXPERIENCE AND TRAINING

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Training and Experience:

BA or higher, or a combination of customer service skills and program implementation knowledge along with significant college coursework preferably at least an AA.

TYPICAL PHYSICAL REQUIREMENTS

Sitting for extended periods of time daily; standing and walking short distances. Minimal twisting, bending, stooping and lifting in the performance of assigned duties. Normal manual dexterity and eye-hand coordination required; repeated hand-wrist movement required. Corrected vision to normal range; normal hearing and speech is required; verbal communications required; ability to use a variety of office equipment and machines as referenced. Good memory and recall is necessary for the accurate and timely transfer of information.

TYPICAL WORKING CONDITIONS

Most of the work will be performed in an office environment, however there will be some community engagement work that will require meetings and activities throughout the community and throughout the county. May be required to work an occasional evening and/or weekend. Continuous contact with other staff, citizens, other agencies, and businesses as well as the general public. This position will be eligible to receive the COVID-19 vaccine due to the high level of interaction with the public.

APPLICATION PROCESS

Find the complete application at the City of Gonzales website at <https://gonzalesca.gov/services/human-resources/job-opportunities> and submit a copy of your complete application to cjil@ci.gonzales.ca.us or drop it off at the Gonzales City Hall at 147 Fourth St. Gonzales Ca. 93926.