



# Position Description

Position title:	Project Coordinator
Responsible to:	Office Manager
Position Type:	Full time (36.75 hrs per week)
Salary range:	Level 4 (\$66,843 - \$74,229 plus super, plus annual leave loading of 17.5%)
Last updated:	May 2018

## Overview

The Office Services Team is responsible for the office environment and the overall administrative needs of the organisation. As part of the Office Services Team, the Project Coordinator leads the coordination of complex administrative and service delivery projects to ensure that the organisation meets project targets and deadlines. The position is responsible for key events management, coordination of communications activities including data management, and involves direct client liaison. The position will also provide high level administrative support as required.

The Project Coordinator will work autonomously, with assistance from members of the Office Services Team and Managers of the Federation's other business areas.

The position description may be varied to reflect changing organisational priorities.

## Work Environment

The NSW Federation of Housing Associations aims to promote a dynamic, challenging, collaborative and supportive working environment, which enables staff to focus on the achievement of the organisation's intended outcomes. Individuals require a high degree of autonomy in managing their workload, but are encouraged to work in partnership with others, both within their own team and with colleagues in other parts of the organisation, to achieve the planned outcomes within their work area.

## Key Work Areas

### *Project coordination*

- Lead the coordination of complex administrative and service delivery projects
- Ensure projects are delivered on time and meet all milestones and deliverables
- Monitor project income and expenditure against budget
- Manage information in databases and spreadsheets, to ensure accuracy
- Create reports to ensure the management team is informed of project progress and outcomes
- Convene meetings including internal and external stakeholders
- With the support of the management team, undertake data validation



#### *Event management*

- Coordinate and manage events including seminars, conferences and members' meetings
- Liaise with venues, speakers, caterers, sponsors and other external stakeholders to ensure events run smoothly
- Manage registrations, records of attendance and evaluations
- Provide administrative support to colleagues as required

#### *Communications*

- Coordinate communications activities in line with the organisation's communications strategy
- Coordinate the preparation of the monthly e-newsletter and other publications
- Ensure client contact information systems and distribution lists are accurate
- Ensure publications are prepared in line with the organisation's style guide and templates
- Monitor the website, in consultation with the management team, to ensure content is up to date and accurate
- Upload new material to the website as required

#### *Client liaison*

- With the support of the management team, liaise directly with clients regarding specified projects
- With the support of the management team, liaise directly with major service providers regarding specified projects

#### *Administrative duties*

- Provide high level administrative support to teams
- Manage petty cash, and provide financial administrative support to the Office Manager as required.

#### *General duties*

- Participate in the general activities of the organisation
- Carry out other duties as requested



Employee's Signature

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Date

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Manager's Signature

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Date

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### **Selection Criteria**

#### **Essential criteria**

- Demonstrated experience in project coordination and ability to relate professionally with stakeholders at all levels
- Demonstrated experience in events coordination
- Experience in data management and data entry with an emphasis on accuracy and attention to detail
- Demonstrated problem solving skills using a proactive approach
- High level communication skills and professional phone manner
- Ability to work to targets and to work independently
- Proficiency in the use of Microsoft products including Word, Outlook, Excel and PowerPoint

#### **Desirable criteria**

- Experience in working with data bases
- Experience working with WordPress, Mailchimp or similar web and communication software
- Experience working in the community sector will be highly regarded.