

CROSS-SECTOR PROJECT COORDINATOR

POSITION DESCRIPTION

POSITION OVERVIEW

Alliance for Greater Works™ is hiring a Cross-Sector Project Coordinator position. The Cross-Sector Project Coordinator is a newly created position that is part of a small team responsible for driving the coordination of cross-sector collaboratives in marginalized communities. This full-time position is based in Grand Prairie, TX, and could require up to 75% travel.

RESPONSIBILITIES

The Cross-Sector Project Coordinator will provide day-to-day support and facilitation of cross-sector collaboratives. Key responsibilities includes (but are not limited to):

- Developing and managing work plans and calendar of events;
- Coordinating continuous communication (via video/conference calls, in-person, and/or emails) with key stakeholders to ensure alignment of activity;
- Coordinating meeting logistics including: agenda, meeting space, confirming presenters and equipment, refreshments and supplies, honorarium, meeting notes, and travel logistics.
- Maintaining program reporting schedule and preparing all program reports.
- Maintaining contact database of key stakeholders, cross-sector community partners and capacity building trainers;
- Researching and implementing collaborative project management tools and website;
- Fundraising is a responsibility shared by all staff at Alliance. The Program Coordinator will work with the executive leadership team to foster fundraising relationships, prepare grant requests, grant reports and/or orchestrate exceptional site visits.

REQUISITE QUALIFICATIONS

- A minimum of 5 years work experience including two or more years of proven community outreach and coordination experience; Commitment to the collective impact concepts;
- Ability to thrive in a fluid entrepreneurial environment; Advanced project management skills;
- Demonstrated success in building and maintaining relationships with senior executives;
- The presence to inspire confidence and passion in external audiences and to build effective relationships with a range of stakeholders; Strong community engagement and facilitation skills;
- Flexibility and the ability to work autonomously as well as take direction as needed;
- Excellent interpersonal and communication skills (written and oral); Strong analytical and critical thinking skills; Ability to build relationships with, a cross-sectorial range of stakeholders in the local or regional area, including senior executives.

DESIRED SKILLS: Bilingual preferred; Familiarity with the community health and mental health.

COMPENSATION: Compensation for the position is competitive and commensurate with experience.

APPLICATION INSTRUCTIONS: Please send resume with cover letter (that includes salary requirement) to: **hr@allianceforgreaterworks.org**