

Job Description

Position: Construction Project Coordinator
Location: Pastoral Center
Category: Non-Exempt
Position Status: Full Time
Schedule: Monday – Saturday; Days and Evenings

Supervisor: Chief Operating Office or other manager as assigned.

JOB SUMMARY: Under general supervision, the Construction Project Coordinator will provide project administration support to the Chief Operating Officer in organizing ongoing capital and maintenance projects. May also be assigned as the Project Manager for small scale capital projects.

ESSENTIAL FUNCTIONS:

The employee shall monitor, communicate and distribute project specific information, authorizations, documentation and statuses. This employee shall have general office administration knowledge including familiarity with financial documents, budgets, project schedules and plans.

1. Maintain and monitor project plans, project schedules, budgets and expenditures.
2. Performs site inspections in the absence of the Project Manager.
3. Coordinate preparation of project monthly report(s) for assigned projects.
4. Prepares monthly operational and financial reports as assigned.
5. Ensures projects adhere to frameworks and all documentation is maintained appropriately for each project.
6. Ensures project deadlines are being met.
7. Presents a professional and efficient image with internal and external interactions.
8. Records meeting minutes, prepares agendas, as requested and distributes documents to stakeholders.
9. Executes project closeout requirements in accordance with the contract documents.
10. Fulfills all project clerical needs such as data entry, document management, copying, distribution of business-related matters, etc.
11. Enters information/data into document control systems.
12. Coordinate preparation of contract, amendments, proposals and change orders.
13. Performs other duties and special projects as assigned.

MINIMUM QUALIFICATIONS:

1. One or more years of related work experience in construction or office administration or related field
2. Knowledge of administration office procedures and operations of standard office equipment;
3. Effective computer skills, including proficient use of Microsoft Office Suite, PowerPoint, and the ability to learn other project management software;
4. Ability to communicate effectively and respond to questions and requests from team, customers and others;



5. Effective written communication skills using appropriate business English;
6. Human relations skills to maintain effective working relationships with team;
7. Effective customer service skills;
8. Intermediate computer literacy including knowledge of word processing, spreadsheet, database and presentation software;
9. Basic mathematical ability including addition, subtraction, multiplication, and division;
10. Demonstrated customer service, problem solving and commonsense skills.

EDUCATION REQUIREMENTS:

Associates Degree is preferred

A comparable combination of formal education and work experience will be considered.

CERTIFICATES OR LICENSES REQUIRED:

The following licenses or certificates may be required depending on local, state and/or contract requirements:

Valid State of California Driver's License

SKILLS / KNOWLEDGE:

- Practicing Catholic with general knowledge and understanding of the Catholic Church
- Displays proficiency in Microsoft Office Products (Word, Excel, Access, Outlook)
- Ability to communicate effectively in oral and written form using correct spelling, grammar and punctuation
- Demonstrates excellent written and verbal communication skills; excellent phone skills
- Good organizational skills; handle multiple assignments consecutively and prioritize workload
- Ability to maintain strict confidentiality
- Demonstrates a professional temperament and appearance
- Ability to work and relate to a variety of personalities and cultures with diplomacy, friendliness and poise; able to work in a team-oriented environment

EMPLOYEE SIGNATURE

DATE

SUPERVISOR SIGNATURE

DATE