



Rachel Cahill Consulting, LLC

Project Coordinator Job Posting

Jul 7, 2025

Project Coordinator FULL-TIME POSITION

Location: Remote (within continental U.S.)

Type: Full-Time Employee

Hours: ~35 hours per week

Pay Range: \$55,000 - \$60,000

Rachel Cahill Consulting, LLC is a small, woman-owned consulting firm based in Northeast Ohio serving anti-hunger and anti-poverty organizations around the country. We provide policy and advocacy training, strategy development, subject matter expertise, and project implementation support to help strengthen access to public benefits. We specialize in the Supplemental Nutrition Assistance Program (SNAP, formerly called food stamps). We also support comprehensive administrative and legislative advocacy campaigns that demonstrate the long-term benefits to society of meeting everyone's basic needs.

POSITION SUMMARY

RCC is seeking a detail-oriented, highly organized, and mission-aligned Project Coordinator to support our growing portfolio of consulting projects. This full-time position is ideal for someone with an anti-poverty mindset, strong administrative instincts, and a desire to contribute to large-scale policy and advocacy work behind the scenes.

The Project Coordinator will provide essential administrative and project support across RCC's client projects—supporting RCC consultants and helping maintain consistency across projects. The role focuses on meeting coordination and documentation, information management, and providing direct client support to ensure effective and timely project implementation. This role provides the behind-the-scenes structure that keeps our projects coordinated, consistent, and on track.

While direct SNAP expertise is not required, this is an excellent entry point for someone interested in gaining hands-on experience in policy and advocacy work.

ESSENTIAL JOB DUTIES & RESPONSIBILITIES

Project & Meeting Coordination

- Coordinate group scheduling across projects and stakeholders using tools like Gmail, Zoom, and Calendly
- Prepare meeting agendas, document meeting notes, and track action items across internal and client meetings
- Send timely follow-ups and reminders to ensure alignment and task completion
- Maintain centralized project records with consistent file naming, version control, and Google Drive organization

Administrative Support

- Support consultants by organizing client information and highlighting time-sensitive items.
- Conduct light research and fact-checking to support deliverables
- Format presentations and documents (e.g., Google Slides) using a consistent, professional style that align with RCC's brand standards
- Assist in preparing logistics for webinars, events, and trainings (e.g., links, RSVP tracking, file preparation)

Information & Workflow Management

- Maintain and update ClickUp (project management system) to track tasks and deadlines.
- Archive material and assist in knowledge management across RCC's internal and client-facing systems
- Help build or improve reusable templates for agendas, notes, legislative trackers, and other client deliverables
- Coordinate internally to ensure project timelines do not conflict and Client Leads are aligned; flag potential project timeline conflicts or documentation gaps, when needed.

MINIMUM QUALIFICATIONS

- 2+ years of relevant administrative or project coordination experience, preferably in the nonprofit, government, or advocacy sectors
- Demonstrated ability to stay organized across multiple tasks, tools, and collaborators
- Strong written communication and documentation skills
- Proficiency with remote collaboration platforms like Google Workspace (Gmail, Google Drive/Sheets/Forms), Zoom, virtual scheduling tools (Calendly), and project management tools (ClickUp)
- Self-starter with good judgment, a proactive mindset, and a willingness to ask questions
- Reliable, high-speed internet access that supports video conferencing (e.g., Zoom, Microsoft Teams, WebEx)
- Ability to work independently in a fully remote environment

KNOWLEDGE, SKILLS, & ATTRIBUTES

- Familiarity with or personal experience navigating public benefits systems (e.g., SNAP, Medicaid, WIC)
- Commitment to social justice and an interest in learning more about public benefit programs and poverty-focused advocacy
- Experience supporting teams in a consulting or multi-client environment
- Proactively supports team and client needs with a service-oriented mindset
- Interest in building a career in the policy or advocacy space

Full-time employees are eligible for paid time off (PTO) and a comprehensive package of benefits, including health, vision, dental, and life insurance, short-term disability, and a 401(k) match for retirement savings.

This is a fully-remote position, with occasional travel requirements (3-6 times per year). RCC allows for schedule flexibility, but full-time employees are expected to generally be available for work during regular business hours (9am-5pm) in the Eastern Time Zone. Individuals with lived experiences of hunger and poverty, as well as members of traditionally underrepresented communities (including people of color and individuals with disabilities) are strongly encouraged to apply.

HOW TO APPLY

Please email your resume, along with a few paragraphs about why you would be a good fit for the position (via email or cover letter) to hire@rcahillconsulting.com with the subject line: "**Job Application.**" If you have writing samples, webinar recordings, or anything else that demonstrates your communication style, please include those examples as links or attachments. We will accept applications until the position is filled, but no later than August 1, 2025.