**Project Coordinator**

Looking for an opportunity to make a difference?

Our work serves as a catalyst for economic development and tourism, makes a visible impact on the community, and creates jobs. Civitas is looking for a Project Coordinator to join our team. We’ve been in business for over 20 years, we’re the best at what we do, and we want you to be the best, too.

As a Project Coordinator with Civitas, you’ll be able to work independently, while still having a team to help you get the job done. As a Project Coordinator, you will play a critical role in assisting clients with the formation, modification, and renewal of Business Improvement Districts (BIDs). This position will develop strong project management skills, an understanding of local governance and BID laws, and excellent communication abilities. Utilizing negotiation skills, you will engage with clients, stakeholders, and local officials to garner support for BID initiatives. Your primary responsibilities will include collaborating on BID processes, ensuring projects are on time and within budget, offering expert insights to clients, maintaining relationships with key stakeholders, and facilitating compliance with legal requirements. Within this entry-level position you will have the opportunity to:

- Support and work closely with a seasoned Project Manager as needed;
- Make lasting relationships with your clients through managing and completing their projects;
- Work closely with municipal staff and elected officials;
- Facilitate projects, ensuring compliance with legal and procedural requirements;
- Become an expert in all things related to different types of assessment districts;
- Be the primary contact person for your clients; and
- Coordinate with clients, team and third-parties to ensure projects are completed on time and within budget.

It will help if you have:

- A knack for relationship building;
- The drive to become an expert and be the best at what you do;
- A history of managing projects and completing them on time (or early) and within budget;
- Experience in a fast-paced, dynamic organization;
- A love of travel and the ability to work a flexible schedule; and
- The desire to continually grow, develop, and find innovative ways to service our clients.

**Qualifications:**

An Associate’s Degree or a minimum of two-years post-secondary education, plus two years’ experience in a project-related position required. Educational requirements may be modified with experience beyond two years. Proficiency in Microsoft Office required; experience using project management software preferred, but not required.

**Compensation:**
This is a full-time position, Monday – Friday 8:30 am – 5:00 pm. Compensation starts at $20-25 per hour based on experience, DOE. Benefits include medical, dental, sick, and vacation time. 401k eligible after one year of employment.