



Job Description

Job title: Project Coordinator

Work Location: The Greater Mission Chamber of Commerce, Mission, Texas

Job Classification and Overview: Grant Funded Position, 15 months, Plus Benefits

The Mission Economic Resiliency, Innovation, and Training (MERIT) Project will assist existing businesses with recovery from the economic impact of the COVID 19 pandemic and improve resiliency to face future similar crises.

Reports to: President/CEO

Direct Reports: Project Assistant

Position Type: Full-time

■ Salary (\$3,000 a month / \$36K a year / \$45K for 15 months)

Essential Duties and Responsibilities will include but are not limited to:

- Planning and coordination of the EDA MERIT Grant program and its activities
- Ensuring implementation of policies and practices of the federal grant
- Maintaining budget and tracking expenditures/transactions
- Support planning and coordination of the MERIT program and its activities
- Ensure implementation of policies and practices
- Maintain budget and track expenditures/transactions
- Manage communications through media relations, social media etc.
- Help build positive relations within the team and external parties
- Schedule and organize meetings/events and maintain agenda
- Ensure technology is used correctly for all operations (video conferencing, presentations etc.)
- Prepare paperwork and order material
- Keep updated records and create reports or proposals
- Support growth and program development
- Perform related duties as assigned by supervisor
- Maintain compliance with all company policies and procedures

Education and/or Work Experience Requirements:

- Bachelor Degree from an accredited university in Business or closely related field
- Excellent computer proficiency (QuickBooks, ChamberMaster, Google Suite, MS Office – Word, Excel and Outlook)
- Excellent verbal and written communication skills, including ability to effectively communicate with team
- Must be able to work under pressure and meet deadlines, while maintaining a positive attitude
- Ability to work independently and to carry out assignments to completion within parameters of instructions given, prescribed routines, and standard accepted practices

Physical and Other Requirements:

- Ability to safely and successfully perform the essential job functions consistent with the ADA, FMLA and other federal, state and local standards, including meeting qualitative and/or quantitative productivity standards.
- Ability to maintain regular, punctual attendance consistent with the ADA, FMLA and other federal, state and local standards
- Must be able to lift and carry up to 25 lbs
- Must be able to talk, listen and speak clearly on the telephone
- Employee may be required to travel minimally within city limits
- Ability to work flexible hours outside business hours

Interested candidates can email their resume and cover letter to President@missionchamber.com.

