

## **Position Title: Project Coordinator**

### **Job Description**

The Guam Homeless Coalition (GHC) is looking for a Project Coordinator for a three-month project. The Project Coordinator will be responsible for the overall coordination and execution of the project, which includes maintaining an accurate record of grant activities, ensuring that grant goals and objectives are met, generating project timelines and action plans, and liaising with GHC members, partners, and a video production agency.

### **Project Background**

GHC has received a small grant to produce a series of short videos about the organization's services to:

- Build community awareness of services GHC provides and how to access them.
- Provide landlords and realtors information about GHC's programs, to encourage collaboration.

Videos should be inclusive of general GHC information, information about member organizations and their projects, stories from individuals with lived experience, and other stakeholders that may be able to provide pertinent information and context. Videos will be disseminated via social media and by GHC partners.

**This is a short-term project, expected to be completed within 3 months from the start date. Work hours and location are flexible and based on project needs.**

### **Duties and Responsibilities include, but are not limited to:**

- Gain a comprehensive understanding of the Guam Homeless Coalition and its members to coordinate video production.
- Secure a video production or marketing agency to best fit the needs of the project.
- Liaise with GHC members and the video production team to create videos.
- Schedule and attend meetings related to project activities.
- Complete monthly reports about project progress, and a final project report.
- Organize and facilitate the content for videos in collaboration with GHC members and the video production company
- Ensure project deadlines are met
- Abide by GHC's policies and procedures
- Treat with confidentiality any personal, private or sensitive information when working with individuals and families experiencing homelessness

### **Minimum/Preferred Qualifications**

- High school diploma or successful completion of General Education Development (GED)
- Experience in planning, developing, coordinating, and/or implementing projects or closely related work preferred.
- Knowledge of video production preferred.
- Experience of knowledge of social services preferred.
- Excellent oral and written communication skills.
- Strong organizational skills.
- Able to work effectively both independently and as part of a team.