

## Project Coordinator

Early Milestones Colorado (Milestones) is a nonprofit organization that brings expertise and innovation to complex early childhood systems. Our goal is simple, yet ambitious - to make Colorado the best place to raise a child. Our small but mighty team works with local communities, state agencies, foundations, and national experts to create lasting improvements for children prenatal through age eight across the areas of learning and development, health and well-being, and family support and education. Milestones' staff consists of highly motivated self-starters who are committed to the success of the organization and who work both independently and collaboratively with outstanding results. If you are looking for a position with purpose and are excited to provide support to a mission-driven young and growing organization, you may be a perfect fit for our team. Learn more about Milestones at [earlymilestones.org](http://earlymilestones.org).

### Summary of the Position and Desired Results

The project coordinator is responsible for providing support and assistance with project management and implementation across multiple projects focused on early childhood health & well-being, family support & education, and learning & development, requiring an ability to balance multiple demands, strong task management skills, and flexibility in handling last-minute needs and changes.

The primary responsibilities across all projects will be to coordinate logistics for meetings and events; maintain a cross-project schedule and ensure everyone is aware of deadlines; update project webpages and resource materials; provide content assistance with project reports, proposals, and presentations; communications, i.e. sharing relevant content on Early Milestones' social media accounts; and purchasing and invoice management.

### Specific Responsibilities

- Organize logistics for project meetings, conference calls, webinars, and retreats, including scheduling, registration set up, copies, food orders, and day-of set up of refreshments and technical equipment.
- Support execution of project meetings, conference calls, webinars, and retreats, including development of materials and presentations, note taking, facilitation support, and facilities management.
- Arrange travel for project staff and project partners.
- Develop work plan/work flow for assigned project activities, e.g. small-scale components of a project work plan, and ensure all necessary parties are aware of deadlines.
- Prepare agenda and status updates for regular check-ins with project directors and managers.
- Gather input from project team members and develop agenda for weekly project team meeting.
- Create expense tracking spreadsheet at start of project.
- Process invoices and track project expenses in expense tracking spreadsheet on a weekly to monthly basis.
- Manage technical aspects of learning community, including set up of new initiatives, usage statistics tracking, and facilitation of partner participation.
- Collecting key performance indicators for projects and initiatives.
- Participate in work groups upon request and provide updates at weekly staff meetings.
- Provide assistance to project directors and managers to ensure project objectives are met.
- Work with project team and partners to develop content for project-specific newsletters, including writing of articles and other relevant materials.

- Create templates, populate content, manage, and organize distribution lists, and handle all technical aspects for MailChimp announcements and newsletters.
- Maintain and update the Early Milestones website with project announcements, photos, news articles, newsletters, press releases, etc.
- Track usage statistics on Early Milestones website for project reports using Google Analytics.
- Organize research and data and develop communications and briefs for projects.
- Use Venngage, InDesign, or other appropriate software to create and update project materials/resources.
- Populate content in Hootsuite monthly for consistent publishing of updates to social media accounts.
- Post engaging information on social media accounts from conferences or key meetings as requested.
- Provide reports on project communications activities, engagement levels, and progress at staff meetings as requested.
- Provide administrative support, data entry, copy editing, and production assistance for reports to funders and stakeholders.
- Assist with project cultivation through preparation of grant proposals, research and other duties as needed.
- Provide backup to Administrative and Operations Coordinator as needed.

### Strengths, Skills and Qualifications Sought

- Bachelor's Degree preferred.
- College-level coursework in early education or related field required.
- At least two years in related field preferred.
- Excellent verbal and written skills, some experience in presentation development and group facilitation preferred
- High attention to detail.
- Experience supporting systems-building projects preferred.
- Comfortable with and ability to learn new software and electronic applications quickly.
- Personal qualities of integrity, credibility, and a commitment to and passion for the mission of Early Milestones Colorado.

### Status

This is a full-time, grant-funded position.

Salary will be commensurate with experience.

### To Apply

Please email a cover letter and resume to [recruiting@earlymilestones.org](mailto:recruiting@earlymilestones.org). Please include PROJECT COORDINATOR in the subject line. This position is open until filled. Only email applications will be accepted. Please no phone calls.

***Early Milestones Colorado is an equal opportunity employer and welcomes a diverse candidate pool.***

1600 DOWNING STREET | SUITE 750 | DENVER, COLORADO 80206  
EARLYMILESTONES.ORG | 720.639.9000