

PROJECT COORDINATOR

Organization Summary

The Gretchen Swanson Center for Nutrition is a nonprofit research institute providing expertise in measurement and evaluation to help develop, enhance and expand programs focused on healthy eating and active living, improving food security and healthy food access, promoting local food systems and applying a health equity lens in all we do. With expertise in public health nutrition, we are dedicated to building measurement strategies to assess the impact of innovative health-related programs. We work nationally and internationally, partnering with other nonprofits, academia, government and private foundations to conduct research, evaluation and scientific strategic planning. For more information about the Gretchen Swanson Center, please visit www.centerfornutrition.org.

Job Summary

The Project Coordinator leads project management efforts for the Gretchen Swanson Center to ensure projects are completed on time, within scope, and within budget. The Project Coordinator also leads all client and workteam meetings, directs measurement tool development, oversees IRB submission, supports data collection efforts, and directs deliverable development.

Job Duties and Responsibilities

- Lead project management efforts to ensure projects are completed on time, within scope, and within budget.
- Support grant and RFP proposals by compiling supplementary materials and preparing, revising, and finalizing proposals.
- Review contracts to ensure alignment with workplans and project plans.
- Oversee project files including the creation, usage, organization, and archival of project folders and documents.
- Develop and manage project plans inclusive of project stages, tasks, assignments, and deadlines.
- Schedule, organize, and lead client and workteam meetings; develop agendas, document notes, and oversee action items.
- Delegate tasks to workteam members; provide direction, guidance, and feedback as necessary.
- Oversee the IRB submission process by reviewing applications and providing feedback before submission.
- Support data collection by scheduling participant and site data collection meetings and, when necessary, collecting quantitative and qualitative data.
- Aid in the analysis of qualitative data by coding for themes, when necessary.
- Direct the development of project deliverables by leading planning sessions, delegating assignments, writing report sections, developing deliverable drafts, reviewing branded deliverables, presenting deliverables to clients.
- Monitor Mavenlink on a regular basis to track project hours, budget, and timelines.
- Facilitate project close-out procedures by participating in close-out meetings and documenting lessons learned and best practices.
- Establish and build relationships with clients, by representing GSCN in larger partner calls, communities of practice, national conferences, and other meetings, as relevant.
- In coordination with the Research Scientists, address clients' questions in a timely and diplomatic manner.
- Serve in a supervisory role for research support staff.
- Other tasks as assigned.

Preferred Qualifications

- Master's degree in public health, nutrition, or related field.
- At least five years of experience in a project management role; preferably in a research or evaluation capacity.
- Experience working on a large-scale health or nutrition-related program or project.
- Understanding of qualitative and quantitative methods including measurement development, data collection, and data analysis.
- Strong organizational, planning, and time management skills.
- Ability to multi-task and prioritize to meet deadlines.
- Experience planning and implementing in-person and virtual meetings, conferences, and convenings.
- Ability to work in a fast-paced team environment; experience providing logistical support for multiple team members, including remote team members.
- Proficient in Microsoft Office (Word, Excel, PowerPoint, and Outlook) and virtual meeting platforms (e.g., Zoom).
- Strong analytic, problem solving, and decision-making capabilities.
- Strong written and verbal communication skills; experience writing grants and/or reports.
- Experience with client engagement and management.

Salary

Commensurate with experience. Competitive benefits package provided.

Job Type

This is a full-time, remote position.

Travel

This position will include local and national travel for client visits, conference attendance, and other research and academic activities.

How to Apply

To apply, please send a statement of interest and resume/CV to Leah Carpenter, Associate Director at lcarpenter@centerfornutrition.org. Applications will be reviewed on a rolling basis. Please mention any foreign language skills in your materials.

The Gretchen Swanson Center for Nutrition is an equal opportunity employer committed to diversity, equity and inclusion.