POSITION DATA

JOB TITLE: Project Coordinator  
DEPARTMENT: Buildings & Grounds  
REPORTS TO: Senior Vice President, Buildings & Grounds  
CLASSIFICATION: Exempt  
DATE: August 2021

POSITION OVERVIEW
The Project Coordinator will organize and execute a broad range of tasks in support of the Buildings & Grounds department (and organization when needed), overseeing the numerous logistics involved in the daily operation of the Memorial Plaza, Museum, and administrative office spaces. The Project Coordinator will handle administrative tasks for the project managers and team members to keep the operation running smoothly. This position must meet time and cost objectives with respect to contracting, scheduling, estimating, bidding, and administration functions.

ESSENTIAL FUNCTIONS
- Assists the SVP and the Buildings & Grounds department in managing facilities operations, planning logistics, special projects, capital improvements, and on-site staff to successfully execute projects and tasks.
- Works cross-functionally, ensuring operational efficiencies across Operations teams, other departments, and external parties to provide a top-quality visitor experience.
- Manages archiving and organization of department documents, including drawings, contracts, permits, Port Authority documents, and other archivable items.
- Manages internal modification and drafting of floorplans (using AutoCAD), site plans, sketches, and other miscellaneous drawings.
- Manages photo documentation and reporting of projects and progress (i.e., Plaza landscaping and maintenance; pool overspray damage).
- Manages on-site deliveries and coordination (Vehicular Screening Center scheduling and tracking) for the department.
- Works with various members of the project team to develop timelines, create schedules, track expenses, and oversee progress to ensure goals are met on time.
- Creates presentations as needed for Buildings & Grounds updates and communications to the Committee/Board, Executive groups, and outside parties.
- Conducts research for various projects, compile findings, and creates presentations on findings (i.e., vendor selection, product availability, other procurement related items).
• Participates in weekly department meetings and creates and manages agendas and meeting follow-ups, ensuring all participants are kept updated.
• Participates in all QAD submissions with the Port Authority for Tenant Alteration Applications and Minor Works Applications, as well as Contractors, Sub-contractors, Architect of Record, Engineer of Record, and all other consultants.
• Provides additional support as needed to team leads on various ad hoc requests, including on-site project management and coordination, Anniversary commemorations, special events and VIP visits.
• Assists Facilities Office Manager with space planning, vendor management, and delivery coordination and oversight.
• Assists Project Director with administrative and financial management of the Facilities Building Maintenance Contractor (ABM) as it relates to the Memorial & Museum; including purchase orders, vendor contracts, monetary projections equated to manpower and staffing plans, budget forecasts and monthly projections, costs related to special projects, work order monitoring, compliance forms, equipment & supplies orders, and repairs & maintenance contracts.
• Assists the Office of the President/President & CEO’s assistant with duties, as needed.
• Provides general administrative support for the entire department, including credit card purchases, tracking, and reports; T&Es and expense tracking; timekeeping and delivery scheduling.
• Manages internal and external scheduling for the department, including coordination and other tasks required for weather and emergency events.
• Covers the reception area during certain times (when needed) and coordinates and assists all divisions of the Operations team.

VOLUNTEER REQUIREMENT
• Participates in the Annual 5K Fundraiser and September 11th Commemoration, as assigned.
• Assists with other special projects and events in support of all 9/11 Memorial and Museum, as assigned.

QUALIFICATIONS/SKILLS REQUIREMENT
• Minimum 3 years of relevant work experience; background in architecture, non-profit sector, or facilities maintenance preferred
• Familiarity with a range of computer programs, including Microsoft Office Suite, Photoshop, and AutoCAD
• Energetic individual with a proactive customer-service attitude
• Demonstrate an ability to work and think independently and possess the ability to interact well with a wide range of people of all levels within and outside the organization
• Highly motivated, organized and with a high attention to detail
• Ability to multi-task
• Some work may require being on-site during off-hours/weekends

HOW TO APPLY
• Include position you are seeking in the email subject field.
• State the location where job posting was seen.
• Send resume and cover letter to 911mmbgjobs@911memorial.org.

PHYSICAL DEMANDS/WORK ENVIRONMENT
The physical demands and work environment described in this job description are representative of those that the employee will encounter and are expected to meet to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is required to see, be mobile, and have the ability for 2-way communication with the public and staff.

The work environment is an indoor, climate-controlled office environment comprised of cubicles, walled-offices, and group conference rooms. The noise level in the office environment is usually low. Employee will be required to comply with organizational Health and Safety Plan. Minimal travel is required.

• This job description is a descriptive list of the responsibilities and qualifications associated with this position and are not intended to be all inclusive. Employees are expected to also perform other business-related duties as assigned by the supervisor or other management.
• The organization reserves the right to change, modify, or reassign job responsibilities, duties, and scheduled work hours as per business needs.
• This document is a communication tool and not intended as a written or implied contract of employment.