

# OPERATION Breakthrough

3039 Troost • Kansas City, MO 64109 • [operationbreakthrough.org](http://operationbreakthrough.org)

*Operation Breakthrough, Inc. is an equal opportunity/affirmative action employer and encourages applications from all qualified individuals including women, people of color, persons with disabilities, and lesbian, gay, bisexual, and transgender individuals. If you are interested in a career with Operation Breakthrough, Inc., please review our current job opening below.*

## Project Coordinator

### **JOB SUMMARY:**

The position of Project Coordinator is designed to support to senior-level staff of the organization. The position includes administrative support and coordination of programs related to the organization. This position requires the ability to be highly organized and prioritize multiple assignments in a changing environment while keeping a positive and professional attitude. Effective, professional communication is essential to maintaining different levels of importance for various tasks.

### **RESPONSIBILITIES:**

- Provide administrative support to CEO and COO; complete ongoing administrative duties such as implementing and maintaining efficient and effective processes for daily work and organizational systems, completing expense reports.
- Serve as primary contact for the company and respond to incoming calls, emails and correspondence on behalf of the office
- Manage high-demand calendars proactively, prioritizing and handling changes according to business and leader needs; support dashboard updates for Board Scorecard and Strategic Plan
- Prioritize and schedule speaking engagements, committee meeting, center tours and other public events.
- Prepare confidential communication using Microsoft Office that is professional and appropriate for all stakeholders of the organization, sometimes with short timeframes, changing information or limited direction.
- Develop and implement special projects and external events to support the organization.
- Establish an archival record of the organization's historical documents and photos.
- Compile research and prepare communications as required to support city, state, and federal advocacy efforts. Coordinate legislative efforts and issue-oriented communications with and through appropriate staff.
- Other Duties as Assigned

### **QUALIFICATIONS:**

- Associates degree in Public Administration or related field (Bachelor Degree preferred)
- At least five years of non-profit or business administrative experience, to include work as a project manager or team leadership.
- Strong project management skills for complex programs resulting in measurable successes.
- Excellent verbal and written communication skills with exceptional attention to details.
- Personal qualities of integrity, credibility, and a commitment to and passion for Operation Breakthrough's Mission. Proficiency with Microsoft Word, PowerPoint, Excel

**Reports to:** CEO/COO

**Deadline:** Open Until Filled