

# IT Project Coordinator

## Job Posting

### Position Summary:

The IT Project Coordinator is responsible for assisting the Vice President of Information Technology in IT-related coordination functions such as project planning, organizing IT-related events such as meetings, presentations, and technical discussions, project follow-up planning, documentation organization, personal project organization, IT products and services research, and other information gathering tasks. The IT Coordinator's main responsibility is to keep the VP of IT's responsibilities organized and assist with both technical and non-technical tasks to help ensure a smooth-running department.

### Principal Duties & Responsibilities:

- Directly handle, delegate or assist with projects and matters of importance as directed by the VP of IT and oversee status tracking and completion of all initiatives created by the VP of IT
- Helps create project specifications as directed by VP of IT
- Ensure communications from the VP of IT are well-coordinated and timely
- Ensure the VP of IT is fully prepared for meetings, presentations, and other events by anticipating information/materials requirements
- Plans, schedules, and accepts meetings according to VP of IT's schedule
- Takes thorough meeting notes and organizes minutes according to projects / topics.
- Creates follow-up schedules for projects, meetings, and other events.
- Stays on top of deadlines and helps the VP of IT with weekly planning
- Performs research on products and services as instructed by VP of IT and provides detailed summaries on findings
- Keeps track of delegated tasks assigned by the VP of IT to other IT staff members
- Aids the VP of IT in creating measurable metrics for all IT assigned projects for reporting to Executive staff and possibly board meetings
- Keeps track of IT Staff project accomplishments and creates reports to be used at IT staff meetings
- Helps VP of IT turn raw data into readable and distributable reports using Excel, Access, and Word
- Establish and maintain the IT departmental filing / foldering system for contracts and technical documentation
- Helps the VP of IT diagram ideas for projects as needed
- Aids the VP of IT in staying organized with all facets of the VP of IT's responsibilities
- Analyze reports and organizational items presented to the VP of IT, identify areas for improvement and recommend solutions
- Exercise good judgment and focus to detail as required by the job

### Knowledge and Skills Requirements:

- 4 year College degree
- Minimum 3 years of experience as a Project Coordinator or equivalent
- Excellent oral and written communications skills
- Highly organized and able to multi-task
- Proficient experience with MS Office products such as Excel, Word, Access, Outlook and PowerPoint. MS Visio a plus.
- Very good to excellent understanding of IT concepts and infrastructure
- Team player

To apply: Please send resume and cover letter to [hr@cfpnet.com](mailto:hr@cfpnet.com)