



Job Posting: Special Project Coordinator

St. Barnabas Senior Services, a nonprofit agency that has been serving aging and impoverished seniors residing in the urban center of Los Angeles for over 100 years, seeks an experienced Special Project Coordinator. In support of special projects, the individual will oversee day-to-day program elements of various projects; will perform community outreach, promotion, and recruitment of participants; will coordinate training sessions; will assist with the development of program curriculum, work closely with external partners working on related program(s); and will prepare all required progress reports and evaluation documents. This position is a temporary, full time assignment for one year with possibility for extension. We offer a competitive salary based on work experience. The qualifications for this key position are as follows:

Qualifications

The ideal candidate:

- 3+ years demonstrated project coordinator experience required
- Ability to multi-task within a deadline-oriented environment
- Excellent communications skills—written, oral, and presentation
- Highly organized, commitment to meet deadlines
- Ability to work independently while being a team player
- Proficiency in all Microsoft Office applications
- Bi-lingual proficiency in Spanish or Korean is desirable
- Nonprofit experience a plus, preferably with multi-ethnic seniors
- Outgoing personality
- Access to own vehicle
- Knowledge of the Los Angeles downtown area is a plus
- Bachelor's degree preferred, with administrative/project management emphasis desirable

Essential Duties and Responsibilities:

- Understands agency's history, programs and vision
- Represent organization at SBSS and/or externally sponsored events
- Conduct presentations internally and externally
- Scheduling and coordinating all training and education sessions
- Assist in the development of field training to complement programs
- Screen and recruit seniors for various programs
- Community out-reach to promote programs
- Work collaboratively with St. Barnabas staff to meet the recruitment goals
- Completing reports and evaluations

Location:

This position will be located in Los Angeles, California

Please email cover letter, resume, references, and salary requirements to Tina Hummel (thummel@sbssla.org) by Wednesday, September 8th