



CDA 2030 Project Coordinator

CDA 2030 is a community-based nonprofit created to develop a shared vision for a bright future for greater Coeur d'Alene, ID - and a plan to get there. In the first year, CDA 2030 gathered input of thousands of community members to develop the comprehensive shared vision and an Implementation Plan to make that vision a reality. CDA 2030's ongoing mission is to efficiently implement project actions, raise awareness of our community vision, and further engage the community to achieve our vision.

Position:

Project Coordinator

Description:

The Project Coordinator works closely with the Executive Director as well as the CDA 2030 Committees and Board of Directors. CDA 2030 seeks a dynamic, self-starter to support priority action projects, provide administrative support for the organizational functions, and assist in the development of marketing and outreach efforts.

Position Breakdown:

- Provide administrative support (30%)
- Support the coordination and marketing of priority projects (30%)
- Assist with organizational marketing, outreach, communication/public relations and branding efforts (30%)
- Special projects (10%)

Responsibilities:

- Provide administrative support to the Executive Director, to include scheduling meetings, composing correspondence, ensuring proper distribution of communications, generating documents, reports, spreadsheets, tables, meeting notes, etc., and researching information for reports and meetings;
- Support the planning, organization, and logistics for community event planning;
- Update and maintain the CDA 2030 social media presence, including weekly monitoring, posting, scheduling and reporting Facebook, Twitter, and Instagram updates;
- Assist in planning, writing and managing e-newsletters;
- Design flyers, graphics and other marketing materials;
- Update the organization's website regularly;
- Collaborate with staff on new ideas, directions, and tools for marketing and communications.

Position Qualifications:

- Completed or working toward a college degree, preferably in the following fields: Planning, Graphic Design, Marketing/Communications, Public Relations, or related work experience;
- Understanding of the basic principles of public relations and/or marketing;
- Must be computer literate (working knowledge of Word, PowerPoint, Excel, Adobe and similar programs). Proficiency in some Adobe Creative Suites programs highly desired;



- Possess excellent written and oral communication and interpersonal skills;
- Ability to communicate in a professional manner with press and community contacts;
- Ability to work effectively with personnel and volunteers, stakeholders, and members of the general public;
- Experience using calendaring software to schedule meetings;
- Ability to work well independently, as well as within a team;
- Demonstrated success in providing administrative assistance while balancing numerous tasks/assignments with accuracy and interruptions;
- Commitment to the continuous improvement of the organization's mission.

Preferred Qualifications:

- Demonstrated ability, with minimal supervision to independently coordinate/process delegated assignments, sometimes with complexity;
- Ability to take initiative to plan and complete assigned projects; recognize errors and solve problems to make improvements short and long term;
- Understanding of available tools and platforms for social media;
- Experience planning, supporting, and organizing events;
- Demonstrated ability to successfully use spreadsheet software and develop calculations (write simple functions) to compile data for reports;
- Knowledge of website content management systems is a plus.

Start Date: Position open until filled

Hours: 24 – 29 hours/week

Compensation: \$18 – \$23/hour, dependent upon experience

To Apply: Please send a cover letter, resume, references, and work samples to Nicole Kahler at nicole@CDA2030.org