



# Ohio Legislative Black Caucus Foundation

## Job Description for Project Coordinator at OLBCF

**Title: Project Coordinator (Part-Time)**

**Location:** Remote (Cleveland Based)

**Hours:** 40 hours per month (approximately 10 to 12 hours per week)

**Compensation:** \$20 per hour

**Reports to:** President and CEO

**Application Deadline:** October 13, 2024, by 5 PM

Grant-funded, guaranteed for one year with potential for renewal based on funding.

**Availability:** Must be available for some evening and weekend hours.

### Position Overview:

The Ohio Legislative Black Caucus Foundation (OLBCF) is looking for an experienced and proactive Project Coordinator to manage the operations of various organizational projects and lead community engagement efforts. This position handles ensuring that programs, events, and initiatives run smoothly and meet organizational goals related to timeliness, budget management, and stakeholder involvement.

### Key Responsibilities:

- Oversee day-to-day project operations to ensure alignment with goals, timelines, and budgets.
- Lead efforts to engage the community through focus groups, events, social media outreach, and direct communication with local stakeholders.
- Act as the primary contact for project stakeholders and manage communication with partners, community members, and other relevant parties.
- Track project milestones, produce progress reports, and ensure that project deliverables are completed on time and within budget.
- Identify and resolve potential challenges proactively to keep projects on track.

### Required Skills and Behaviors:

#### Preferred Qualifications:

- Experience: Working knowledge in the nonprofit sector and familiarity with grant management processes.

- Collaboration: Ability to work well with teams and build strong relationships with partners.
- Cultural Competence: Experience working with diverse communities and understanding their needs.
- Problem-Solving: Creative in addressing challenges and finding solutions to improve project outcomes.
- Attention to Detail: Focused on accuracy and thoroughness in project planning and execution.
- Leadership: Able to guide teams and volunteers to achieve project goals effectively.

### **Inclusion and Diversity:**

OLBCF is committed to fostering a diverse and inclusive workplace. We welcome applications from individuals of all backgrounds and experiences, and we encourage those from underrepresented communities to apply. We believe that diversity strengthens our ability to achieve our mission and enhances the quality of our work.

### **Perks:**

- Flexible working hours to accommodate your lifestyle and commitments.
- Professional development opportunities to advance your skills and career.
- Networking opportunities with leaders and policymakers in the industry.
- Recognition programs designed to celebrate and acknowledge your contributions.
- Community involvement and volunteer opportunities to make a difference.
- Mentorship for comprehensive personal and professional growth.
- Potential for transition from a part-time role to a full-time position with OLBCF, based on future funding.

### **How to Apply:**

Submit your resume, cover letter by email to [office@olbcfoundation.org](mailto:office@olbcfoundation.org) with the subject line: **OLBCF Project Coordinator position**. Your cover letter should convey your enthusiasm for the role and how you plan to contribute to the mission of elevating Black Ohioans.

### **Physical Requirements:**

This is a remote position. Occasional travel is required for meetings or events.