



CHESTER COUNTY ECONOMIC DEVELOPMENT COUNCIL Position Description

TITLE: Project Coordinator – Health Care Connect, Marketing and STEM Innovation

REPORTS TO: Project Consultant –Health Care Connect Consultant, Marketing and Creative Services Manager, and STEM Innovation Director

PRIMARY RESPONSIBILITIES:

The Project Coordinator will provide program support to the Chester County Economic Development Council's (CCEDC) Health Care Connect initiative, Marketing Department, and STEM Innovation initiative. The incumbent will work closely with other members of the CCEDC team to effectively support the mission, vision, and values of the organization.

Responsibilities:

- Provide coordination and project support to program leads as required, including meeting scheduling, telephone inquiries, preparing and submitting proposals, invoicing and requests for payments, drafting content for newsletters and other reports
- Implementing program activities and collating documentation
- Coordinate meetings and events – including development of announcements, registration, facilities, catering, materials, presentation needs and minutes
- Communicate with key stakeholders – boards, committees, vendors, volunteers, parents and students, etc.
- Maintain files including CRM database to record participation and activities
- Support marketing efforts for CCEDC and its initiatives by:
 - Updating organization's websites
 - Executing social media postings and provide analytical data
 - Creating assets for print and electronic purposes
 - Taking photos/video at various events
 - Running analytics reports

QUALIFICATIONS:

- Bachelor's degree, preferred
- Minimum two (2) years of project coordination experience required
- Prior experience using a CRM – Salesforce preferred
- Effective communications and interpersonal skills
- Strong organizational skills and ability to multi-tasked

TECHNICAL SKILLS:

- MS Office Suite – Word, Excel, PowerPoint
- Adobe Creative Cloud – Photoshop, InDesign, Illustrator, Premiere, etc.
- Social media platforms – Facebook, LinkedIn, Twitter, etc.
- Familiarity with WordPress, Constant Contact, Eventbrite
- Familiarity with Zoom, MS Teams or other virtual meeting programs



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THE IDEAL CANDIDATE SHOULD POSSESS THE ABILITY TO:

- Demonstrate a commitment to the mission, vision and values of the organization
- Display a commitment to collaboration and cooperation within teams/departments
- Positively interface with staff, stakeholders, clients and the community
- Multi-task, work independently, and meet deadlines
- Plan both virtual and in-person meetings and events of various sizes

JOB TYPE: Part-time

TIME REQUIREMENT: 25-30 hours/week

DATE: 2-1-2021

HOW TO APPLY: Interested applicants should email cover letter and resume to:

M. Owen
Project Consultant
Chester County Economic Development Council
mowen@ccedcpa.com