



Cultiver

PROJECT COORDINATOR & ADMINISTRATOR

The Community Project Coordinator is an enthusiastic, dynamic individual who is passionate about community-based efforts that improve the lives of all people who live, work, learn, and play in the communities we work in. The ideal team member has a strong work ethic, ability to work autonomously and collaboratively, is highly organized, has a proven track record of working effectively with diverse populations, and has excellent oral and written communication skills. This position will support the implementation of Cultiver's portfolios of well-being projects in the areas of measurement, food systems, active communities, social connectedness, and social justice.

RESPONSIBILITIES

The following are core responsibilities for the Community Project Coordinator.

- Support the successful implementation and execution of action plans for projects and initiatives that advance Cultiver's portfolios of work.
- Outcome and metric tracking as well as detailed, organized record keeping for grants, projects and initiatives.
- Organize and schedule meetings.
- Provide support to Cultiver work teams by taking accurate meeting minutes, connecting with partners, and preparing documents.
- Build collaborative partnerships across multiple disciplines and across sectors (government, education, business, healthcare, and nonprofits) with key stakeholders.
- Act as a connector and mobilizer for community-led action that advances Cultiver's mission.
- Advance social equity and justice across all Cultiver's portfolios of work by centering and uplifting diverse community perspectives and lived experience..
- Foster the development of innovative community well-being strategies centered on resident's needs.
- Limited research
- Perform other duties as assigned.

QUALIFICATIONS & SKILLS

- Minimum Diploma (community, policy and development related) a higher qualification is a bonus
- Multi-lingual
- Strong administrative skills
- Drivers license (occasional travel will be required)
- Excellent verbal and written communication skills with a strong attention to detail.
- Ability to establish and maintain effective working relationships with diverse community partners.
- Demonstrated ability to effectively prioritize and manage multiple projects.
- Strong passion to innovate, create, and discover new approaches to community well-being.
- Critical thinker.
- Highly proficient in MS Office, social networking, and collaborative tools such as GoogleDrive.

WORK ENVIRONMENT

Cultiver centers the community in all our work. Therefore, an ideal candidate is flexible to respond to the needs of the community in terms of where work is performed and when. A typical schedule is a blended model with days in-office, in-community, and with the option to also work remotely.

