



Assistant Project Coordinator - Ajera (Part-Time)

Schweitzer & Associates, Inc.

Schweitzer & Associates, Inc. (S+A) is a boutique sustainable community / real estate development consulting firm implementing sustainable community development, and high-performance healthy building solutions. We are leaders, and subject matter experts, we are team players with diverse multi-disciplinary expertise, working at the intersection of policy, planning, design, development, and economics.

Job Description

S+A is looking for a part-time Assistant Project Coordinator to assist in setting up a new company-wide Detek-Ajera system; developing Ajera templates for projects, clients, and invoices, and assisting in organizing documentation for managing and administering various types of projects, from simple to more complex.

Your responsibilities will include working closely with our Accounting Manager and Project Managers to prepare comprehensive action plans, including resources, timeframes and budgets for projects. You will perform various coordinating tasks, like schedule and risk management, along with administrative duties, such as maintaining accurate project documentation, timesheets, and invoicing. To succeed in this role, you should have excellent time management and interpersonal skills, be self-motivated, and be able to deliver timely results. Ultimately, the Project Coordinator's duties are to ensure that all projects are completed on time, within budget and meet high quality standards.

Duties and Responsibilities

Duties focus primarily on providing assistance with integrating accounting and project management, including:

- Coordinating project schedules, resources, and information.
- Ability to work independently and as a team to deliver on project objectives.
- Responsible for the appropriate and timely completion of administrative tasks.
- Maintain and track statement of work, invoices, and update budgets
- Assist and work alongside the S+A's Accounting Manager and Project Managers to help document, reinforce, and track processes, prioritize tasks, and produce deliverables.
- Monitor day-to-day activities and ensure work is progressing
- Ensure standards and requirements are met through quality assurance
- Other duties as assigned

Qualifications

- Bachelor's degree at a minimum, and 2-3 years proven job experience
- Detail oriented, high integrity, with acute attention to detail
- Prior experience as project coordinator, administrator, or similar role
- Proven understanding of Deltek-Ajera
- Highly proficient in Microsoft Office (Word, Excel, PowerPoint, etc.)
- Ability to prioritize multiple simultaneous projects with varying deadlines
- Must possess strong interpersonal communication skills; be able to work independently, multi-task, problem solve, and have the ability to meet deadlines with a high energy, confident, and positive attitude.
- An ability to prepare and interpret flowcharts, schedules and step-by-step action plans
- Familiarity with risk management and quality assurance control
- Excellent organization and administrative skills

Compensation

TBD based on experience (range \$25-\$35 hourly)