

# Massachusetts School Building Authority

## Job Description

**Job Title:** Project Coordinator  
**Department:** Capital Planning  
**Reports To:** Capital Program Manager  
**FLSA:** Non-Exempt  
**Grade:** 8  
**Salary :** \$62,321 - \$68,553

### POSITION SUMMARY

The Project Coordinator reports to the Capital Program Managers and works with the Director of Program Management to interact and manage all internal and external reporting and communicating for the Capital Planning Department.

The Project Coordinator administers all MSBA processes and procedures associated with the MSBA grant program. The Project Coordinator will assist the Capital Program Managers with the management of multiple proposed and MSBA approved building projects through project completion for the Capital Planning Department.

### ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Serve as an initial point of contact for local officials regarding the MSBA grant program process.
- Monitor the progress of school districts invited into the initial stage of the grant program, report on issues impacting school districts while completing processes in accordance with the established timelines, and work with others to remedy complications as appropriate.
- Ensure all project activities are coordinated between local officials and the MSBA departments, as appropriate.
- Prepare written correspondence, letters, and/or e-mails to school districts.
- Meet and communicate with school local officials during the planning, study, and construction of approved school projects. Guide meetings to explain and maintain schedule and budget and ensure compliance with MSBA guidelines and funding agreements.
- Track all correspondence for assigned projects between the MSBA and school districts.
- Support the intake and administration of Capital Planning's mail logging for incoming and outgoing correspondence in MSBA and Capital Planning systems, as well as distribution for the department.
- Coordinate between MSBA project managers and local officials regarding the selection of project consultants in accordance with MA state law and MSBA program regulations and enter executed contracts and amendments into the MSBA system to support the reimbursement process.
- Participate in administering meetings necessary to support consultant selection such as the OPM Review Panel and/or the Designer Selection Panel.

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- Assist in the review and preparation of funding agreements, schedules, and change order reviews.
- Assist project managers in the review of feasibility studies and completion of schematic designs in accordance with the budget and schedule agreed upon in the Feasibility Study Agreement.
- Participate in administering Facilities Assessment Subcommittee meetings to support the review of preferred solutions for proposed projects.
- Schedule and occasionally participate in project site visits.
- Provide support to Capital Program Managers, Director of Program Management, Director of Project Management, and Director of Capital Planning.
- Perform other duties as assigned.

### OTHER DUTIES AND RESPONSIBILITIES

- Respond to employee and management inquiries as needed.

### SUPERVISORY RESPONSIBILITIES

- N/A

### REQUIRED EDUCATION, KNOWLEDGE AND SKILLS

- Bachelor's degree in a related field.
- 1-2 years professional and business administrative experience. Applicable project management experience preferred.
- Strong verbal and written communication skills. Demonstrated ability to gather, analyze, and present complex information in a clear, concise and understandable manner. Excellent interpersonal skills and phone etiquette.
- Ability to provide high level customer service to local officials, in a professional, service oriented, and respectful manner.
- Ability to multitask and prioritize using strong organizational skills.
- Ability to work both independently and as part of a team.
- Knowledge of Massachusetts municipal government, as well as experience working with federal, state, county, or local government highly preferred.
- Ability to maintain confidentiality regarding sensitive information at every level.
- Proficiency in Microsoft Office, including Excel, PowerPoint, Word and Outlook. Experience with SharePoint or similar file sharing platform.
- Ability and willingness to occasionally travel to project sites.

### Physical Requirements:

- Prolonged periods sitting at a desk and working on a computer.
- Must be able to lift up to 15 pounds at times.

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*Approved By: Deputy CEO/ Executive Director*

*This job description is intended to be general and will evolve over time. The description is subject to periodic updating. At management's discretion, the employee may be assigned different or additional duties from time to time.*