



City of Gonzales

Project Coordinator JOB ANNOUNCEMENT \$21.91 - \$26.67

The **Project Coordinator** is a new, temporary position under the direction of the Director of Community Engagement & Strategic Partnerships. This **grant funded position runs through February 28, 2022** and will support a variety of projects intended to help further the mission and vision of the City of Gonzales and support community resilience and well-being. The Project Coordinator will support the coordination and facilitation of high impact strategies through partnerships with private businesses, non-profits and other governmental agencies. He/she will represent the organization in a variety of projects and through a variety of functions while engaging with diverse populations. They will provide support to the Gonzales Cares Program and will be responsible for supporting a variety of community projects including but not limited to COVID-19 relief efforts that include the community health worker program, the housing and utility assistance program, and COVID-19 vaccine clinics among others. The project coordinator will provide support and coordination around these projects and help to ensure their effective delivery. He/she will work closely with the Community Engagement and Strategic Partnerships Director to track data for reports and grants to ensure compliance. He/she will be responsible for providing day to day support and supervision for the community health workers and ensure that they have all the materials needed to support the public with their COVID-19 needs. The project coordinator position requires a high level of skill in project management, communications, facilitation and problem solving. They must demonstrate great attention to detail given they will have a high level of responsibility. They must be bilingual and have the ability to connect with various stakeholders as they will be interacting with the public frequently. If you are interested in applying for this position, please visit <https://gonzalesca.gov/services/human-resources/job-opportunities> for the application materials. **Open until filled.**