

**Job Title**

Project Coordinator

**Short Description**

RadiFi Credit Union (formerly Jax Federal Credit Union) is seeking a Project Coordinator to be responsible for the coordination of assigned corporate projects, including resource utilization, enforcement of project schedules, appropriate communication to all stakeholders, and the execution of project work plans. Performs workflow analysis to improve productivity and to alleviate bottlenecks. Serves as the liaison between the project teams and management. Ensures projects adhere to framework and all documentation is maintained appropriately for each project.

**Full Description**

RadiFi Credit Union (formerly Jax Federal Credit Union) is seeking a Project Coordinator to be responsible for the coordination of assigned corporate projects, including resource utilization, enforcement of project schedules, appropriate communication to all stakeholders, and the execution of project work plans. Performs workflow analysis to improve productivity and to alleviate bottlenecks. Serves as the liaison between the project teams and management. Ensures projects adhere to framework and all documentation is maintained appropriately for each project.

Location: Park Street Building, 562 Park St., Jacksonville, FL 32204

Status: Exempt

**Major Duties and Responsibilities:**

Develop and maintain project schedules on every strategic and cross departmental project at the CU.

Serves as a part of a team to facilitate all aspects of projects to include due diligence, initiation, planning, execution and closing stages. Documents project scope, objectives, requirements, and deliverables that support business goals in collaboration with senior management and stakeholders.

Responsible for coordinating project plans on approved projects with management and vendors. Review project plans and milestones to ensure project plans are being followed on a timely basis and deliverables are met. Manages the process and communicates with teams to keep agreed upon deadlines.

Acts as a liaison to expedite projects or problem resolution as it relates to product development, system upgrades and new releases and assess system training issues.

Serves as administrative support to the Project Steering

Committee.

Provides orientation and consultation throughout the organization on project management practices and processes.

TRAINING: To maintain personal and professional development to meet the changing demands of the job; participating in appropriate training activities and required classes when assigned. On time completion of Individual Learning Plan (ILP) as outlined by Training Department. Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; benchmarking state-of-the-art practices; participating in professional societies.

Other duties as assigned.

## Knowledge and Skills

### Experience:

Three to Five years of handling projects for a medium to large enterprise.

### Education/Certifications/Licenses:

College Degree is required.

Certified Associate in Project Management Professional (CAPM) Certification preferred.

### Interpersonal Skills:

A significant level of trust and diplomacy is required to be an effective subject matter expert in the position. In-depth dialogues, conversations and explanations with customers, direct and indirect reports, and outside vendors of a sensitive and/or highly confidential nature is a normal part of the day-to-day experience. Communications can involve motivating, influencing, educating and/or advising others on matters of significance. Effective interpersonal and communication skills Project management skills and knowledge of project management principles & best practices are important. Able to influence in a proactive style and negotiate effectively.

### Other Skills:

Ability to multitask and handle multiple workload deadlines

on time.

## ADA Requirements

### Physical Requirements:

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; and talk or hear. The employee frequently is required to walk and reach with hands and arms. The employee is occasionally required to stand; climb or balance; and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 25 pounds. May occasionally need to lift up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

### Working Conditions:

Must be able to routinely perform work indoors in climate-controlled shared work area with moderate noise.

### Mental and/or Emotional Requirements:

Must be able to perform job functions independently or with limited supervision and work effectively either on own or as part of a team. Must be able to read and carry out various written instructions and follow oral instructions. Must be able to complete basic mathematical calculations, spell accurately, and understand computer basics. Must be able to speak clearly and deliver information in a logical and understandable sequence. Must be capable of dealing calmly and professionally with numerous different personalities from diverse cultures at various levels within and outside of the organization and demonstrate highest levels of customer service and discretion when dealing with the public. Must be able to perform responsibilities with composure under the stress of deadlines / requirements for extreme accuracy and quality and/or fast pace. Must be able to effectively handle multiple, simultaneous, and changing priorities. Must be capable of exercising highest level of discretion on both internal and external confidential matters.

## Acknowledgment

Nothing in the position description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This Job description is not a contract and should not be constructed as a guarantee of employment for any period of time.

We are an Equal Opportunity Employer and do not discriminate against employees or applicants based on race color, religion, sex/gender, national origin, disability, age, or any other category protected by law.

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| <b>Education</b>           | College Degree is required. Certified Associate in Project Management Professional (CAPM) Certification preferred. |
| <b>Additional Comments</b> | Apply online by visiting: <a href="https://www.radificu.org/careers/">https://www.radificu.org/careers/</a>        |
| <b>Credit Union</b>        | RadiFi Credit Union  |
| <b>State</b>               | Florida  |
| <b>Contact Name</b>        | Aimee Haga   |
| <b>Email</b>               | ahaga@radificu.org   |
| <b>Phone</b>               | 904-475-8023   |
| <b>Fax</b>                 | 904-350-9356   |
| <b>Expiration Date</b>     | 09/30/2023   |