

Special Projects Coordinator Job Description

Our growing company is looking to fill the role of special projects coordinator. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for special projects coordinator

- Serve as intermediary between the sales, promotion, production and news departments on sales marketing content
- Maintain schedule for all sales marketing production
- Maintain software program to communicate status of projects
- Gather and distribute client assets to production team
- Coordinate production of station special events
- Develop and manage projects/programs
- Coordinate operational activities such as recruiting and student services events
- Monitor and evaluate progress of projects/programs
- Act as liaison with appropriate parties, internal and/or external to the University
- Insure timely and accurate processing of graduate student applications

Qualifications for special projects coordinator

- Confident, self-starter who can work well with minimum supervision and strong attention to detail in composing and proofing materials, establishing priorities, scheduling and meeting deadlines
- Experience of working on projects an advantage
- Strong interpersonal skills to include good written and verbal communication
- Strong administration experience and ability to follow processes
- Acceptable eyesight (with or without correction)
- Acceptable hearing (with or without correction)

Special Projects Coordinator

**United States. Congress. House.
Committee on Appropriations.
Subcommittee on Transportation,
Housing and Urban Development, and
Related Agencies**

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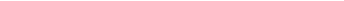
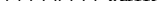
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