

**Position:** Project Coordinator

**Responsibilities:**

- Coordinate with EWB-USA, Executive Committee and Chapter membership on the identification, evaluation and selection of projects
- Coordinate and assist external project sponsors with development of project applications
- Function as liaison between project teams and EWB-USA
- Take active role in developing relationships with partner NGOs
- Manage project team staffing and team/NGO communications
- Monitor project progress and provide updates to Executive Committee and Chapter membership
- Coordinate with Sustainability Committee to ensure that projects meet sustainability goals

**Skills Required:**

- Strong organizational skills
- Excellent communication skills (verbal and written)
- Ability to meet short deadlines
- Good leadership skills
- Effective management skills

**Time Commitment:** 3 hours per week on average in addition to meeting attendance. Meeting time commitment ranges from 5 to 12 hours a month depending on chapter needs. Coordinating a new project application and team selection can require 4 to 10 hours in a selected week.

**Service Period:** Two years