

Job Posting

Job Title: Project Coordinator

Employment Status: 100% FTE, start date September 1st. Grant funded, casual position, with an end date of March 2024.

Rady Children's Hospital – San Diego is looking for a capable and passionate individual to help advance trauma-informed practices in child-serving systems throughout the state of California. The project coordinator position supports two projects funded by the California Department of Social Services. The Advancing California's Trauma-Informed Systems (ACTS) project partners with child welfare counties to implement and sustain trauma-informed change practices, and the Trauma-Informed Licensing Team (TILT) project works with the Children's Residential division of Community Care Licensing to advance trauma-informed organizational change.

To learn more, please visit our website at www.actsproject.com.

Job Summary: The Project Coordinator plays a key role in coordinating grant requirements and completing tasks necessary to support the team. She/he/they supports implementation, education & training activities for the project, including scheduling, inventory and targeted outreach to identified partners. She/he/they is also accountable for supporting all facets of project coordination to ensure activities, objectives, tasks, & deadlines are met according to the grant guidelines. The Project Coordinator assists with marketing & networking activities to build relationships with the professional community. This position may travel periodically for trainings and meetings.

Minimum Qualifications:

- 2 years of experience
- Strong organizational skills
- The ability to establish priorities manage multiple demands and projects and meet deadlines
- Ability to work collaboratively with others and build relationships

Preferred Qualifications:

- Ability to prepare training materials and resources (PDF'ing & linking docs, editing videos, some actual resource creation depending on skills and interests)

To apply for this position please click the link below or use the QR Code

Job Code: 9825

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