



Job Description

Title: Project Coordinator (part-time)

Department: Broadband & Digital Equity

Reports To: Chief Operating Officer

Organization Description:

Thrive Regional Partnership, Inc. (Thrive) is a nonprofit regional placemaking organization with a mission to inspire responsible growth through conversation, connection, and collaboration across the greater Chattanooga region for the next four decades. Thrive convenes stakeholders across the region to ensure that as we grow in industry, prosperity, and population, we also preserve community and natural character for generations to come.

Position Summary:

Thrive is a fast-paced organization with an innovative company culture seeking a part-time Project Coordinator to work directly with the Chief Operating Officer of Thrive Regional Partnership. Through effective volunteer engagement and management, the position is responsible for the successful initiation, planning, design, execution, monitoring, controlling, and closure of a project. The Project Coordinator collaborates with multi-discipline teams of volunteers and stakeholders to ensure the scope and desired outcomes of responsible and inspired growth of the tri-state region are achieved.

Responsibilities include administrative functions, such as preparation and scheduling of meetings (virtual and in-person), stakeholder interactions and outreach including both pre- and post-meeting communications to attendees, and capture of meeting summaries and task tracking. This position requires a self-starting, digitally-savvy individual comfortable with taking directions, working collaboratively, and tackling projects independently to ensure no elements of effective project management are overlooked.

Essential Duties and Responsibilities:

- Provide project coordination support for the strategic and effective performance of major regional initiatives of the Thrive Regional Partnership.

- Collaborate with staff and coordinate volunteers, serving as the key point of contact for project-related inquiries, projecting a professional image of Thrive throughout the region.
- Organize and monitor project schedules and see that deadlines are met
- Coordinate with internal and external stakeholders to ensure timely delivery of project milestones.
- Monitor project progress, identify potential issues, and implement solutions to keep projects on track.
- Conduct site visits and inspections to ensure compliance with project specifications.
- Prepare and maintain project documentation, including progress reports, status updates, and financial records.
- Build an understanding of emerging opportunities in related projects, and monitor trends and indicators relevant to the project's mission and success.
- Other duties as assigned

Grant-Funded Position:

This position is grant-funded and is expected to end upon the completion of the project. However, there is potential for this role to transition into a full-time position with Thrive Regional Partnership, contingent upon the availability of funding and organizational needs.

Minimum qualifications:

- College degree in Business Administration, Project Management, or a related field (or equivalent work experience)
- Proven experience in project coordination or management, preferably in the telecommunications or broadband industry.
- Knowledge of placemaking practices and cultural diversity within demographic, rural, suburban, and urban communities.
- Proven ability to work collaboratively and build consensus.
- Effective written, verbal, and presentation skills with professional attitude and demeanor.
- Familiarity with broadband technologies and infrastructure is a plus.
- Proficient in collaborative work platforms such as Google Drive and Slack
- Must have a valid driver's license and be eligible to legally work in the U.S.

This is an hourly position requiring up to 25 hours per week. The pay range for this role is \$20-\$25/hour.

Interested applicants must respond including a persuasive cover letter, a resume, and references, combined into one PDF document of no more than 4 pages, and emailed to jobs@thriveregion.org to the attention of Shannon Millsaps, Chief Operating Officer.