

JOB DESCRIPTION

Job Title: Project Coordinator, ActVnet Graphic Design (9962)

Job Summary:

Under supervision of an administrator and/or designee, responsible for coordinating all graphic design projects for the ActVnet School Safety Program, ensuring projects are completed in a timely and accurate manner, and providing support and oversight to the team of graphic designers assigned to the program. This position will also be responsible for ensuring compliance with program standards and regulations, assisting in the vendor procurement process, and monitoring and evaluating project goals.

Essential Duties:

- Coordinate graphic design projects for the ActVnet School Safety Program including assigning work to graphic designers, monitoring progress of assigned projects, and assisting with completion of projects, when needed.
- Work with Administrator, project coordinators, and other staff to ensure accuracy and adherence to the scope of work and timelines for each project.
- Prepare reports and survey responses, as requested.
- Review and analyze data, make recommendations, and implement changes to improve internals processed and ensure compliance within the School Safety Program.
- Act as a liaison between program, external agencies, and educational entities regarding school safety program projects and graphic design specifications.
- Monitor and evaluate projects to ensure that project goals are met and projects are in compliance with local, state, and federal regulations.
- Conduct training and demonstrations to provide support and guidance to the graphic design team regarding projects.
- Organize and conduct regular meetings with the project team(s) to ensure effective project coordination.
- Assist with the procurement process, including assisting with the Request for Proposal (RFP) process and securing appropriate vendors.
- Supervise, coach, train, recruit, and evaluate assigned staff.
- Assist with various special projects related to the School Safety Program, as requested.
- Travels to various locations within the region to assist with projects and program objectives, as needed.
- Perform other related duties, as assigned.

Skills, Knowledge and/or Abilities:

Skills to:

- make independent decisions and maintain projects without immediate intervention of administrator;
- read notes, memos, and medical records of a moderately complex nature;
- effectively communicate and interact with project participants, staff, and the public;
- establish priorities, meet deadlines, organize workload, and work independently;
- operate a variety of office equipment;
- read and interpret architectural blueprints, floor plans, and site maps;
- utilize various project management tools;
- research, compile, and input information in a variety of electronic sources;
- transfer 360-degree and drone photography into blueprints and designs;
- use a computer and a variety of graphic design software to complete projects.

Knowledge of:

- school safety program requirements;
- correct English word usage, spelling, grammar and punctuation;
- modern office methods, practices, and procedures;
- Microsoft Office, Mac/Apple, Google Office, and Adobe Suite software programs;
- Supervision and management techniques and strategies;
- goal-setting and project management;
- TCOE mission, vision, value statements, standards, policies and procedures, operating instructions, confidentiality standards, and the code of ethical behavior.

Ability to:

- understand and carry out oral and written instructions;

- maintain confidentiality of records;
- meet schedules and deadlines;
- read/interpret/apply rules, regulations, policies;
- develop specific goals to prioritize, plan, organize, and accomplish assigned tasks;
- provide information to staff, families, and the public by telephone, email, and in-person;
- present information to a variety of large and small audiences;
- supervise, train, evaluate, and guide the work of assigned staff;
- work flexible hours to complete projects, when needed;
- drive personal vehicle for travel to various locations throughout the region.

Responsibilities include: working under limited supervision following standardized practices and/or methods; directing other persons within a small work unit; and operating within a defined budget. Utilization of resources from other work units may be required to perform the job's functions. There is a continual opportunity to have some impact on the Organization's services. The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some climbing and balancing; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally, the job requires 30% sitting, 30% walking, and 40% standing. The job is performed under minimal temperature variations, a generally hazard free environment, and in a clean atmosphere.

Education Required:

- Associate degree is required.
- Bachelor Degree is preferred.

Experience Required:

- Five (5) years of experience in graphic design is required.
- Two (2) years of supervision or project management experience is required.

Other Requirements:

- Valid California driver's license and proof of automobile insurance.
- Department of Justice and FBI Fingerprint clearance upon hire.

FLSA Status: Non-Exempt

October 2024

This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, creed, age, gender or disability. Inquiries regarding compliance procedures may be directed to our personnel office. This organization complies with the Americans with Disabilities Act. Persons with a disability who may need some accommodation in the hiring process should contact our personnel office. This organization is a Drug and Tobacco - Free Workplace. This organization requires a successful candidate to provide it with employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.