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# HEART & SOUL PROJECT COORDINATOR JOB DESCRIPTION

## Community Heart & Soul® Background

Community Heart & Soul is an Orton Foundation approach designed to help small cities and towns succeed by identifying and strengthening those characteristics that matter most to the people who live there. Community members must be deeply involved in this effort, which lets them connect with each other and the places and customs they care about. Community Heart & Soul begins with a partnership between local government and residents in a process that casts a wide net of engagement that works to identify and articulate what matters most to residents.

## Description of Project Coordinator Position

This job to be performed in concert with the Orton organization, The Grand Lake Heart and Soul Coaches and Team, Town of Grand Lake, and all community constituents. The project coordinator reports directly to the Town Manager, but most direction will come from the core team of volunteers. They work with and learn from the local Orton Coaches who are the liaisons to the Orton Foundation, and give updates on the project to the Town of Grand Lake Board. The main tasks of this position includes project and volunteer coordination through facilitating the management and completion of projects or tasks. This can be done by the coordinator, or by delegation to capable core team members and their committees. The project coordinator must show commitment to the goals and approach of Community Heart & Soul and give an average commitment of 24 hours per week.

## Project Management

- Utilize the Work Plan to map out the Team's work for each phase, while managing and revising the Work Plan throughout the phases.
- Integrate the CNA (Community Network Analysis of our community constituents) into the work and decision-making throughout the project, and making modification as needed.
- Design, schedule, advertise, and manage all Heart & Soul-related meetings and events.

- Develop and manage strategies for achieving Heart & Soul Milestones, and create opportunities to celebrate successes along the way.
- Complete formative assessments and any additional project documentation at the end of each phase.
- Develop and maintain regular communication with all constituents.
- Manage and maintain project records including communication materials, strategic documents, meeting minutes, public meeting summaries, etc.
- Manage and maintain financial records and budget, grants, and any other additional contracts for the Heart & Soul process; coordinating with Orton and the Town Treasurer.
- Ensure that all meetings and workshops are documented and saved on Google Drive, and hard copies are available to team members.

## **Volunteer Management**

- Recruit, onboard, and orient new volunteers.
- Ensure coordination and alignment in tasks and activities.
- Motivate and encourage volunteers.
- Coordinate and organize the logistics for meetings.

## **Job Requirements**

- Competent with a variety of technology skills to include, but not limited to, email, Microsoft Office, and Google Drive
- Strong interpersonal skills
- Strong organizational skills
- Demonstrated leadership
- Solid meeting and project management facilitation skills
- Excellent communication skills
- Resident of the Grand Lake community
- Experience with a variety of communication technologies (including online formats and social media) is preferred