



Title: Project Coordinator

Agency: Gilroy Foundation, SouthCounty THRIVES Initiative

Status: Part-time, Consultant or Contract Employee

Job Summary:

The Project Coordinator/Consultant for the South County THRIVES initiative will play a key role in the planning, coordination, and execution of various projects aimed at improving community wellness and resilience in South Santa Clara County. This position will involve working closely with community partners, stakeholders, and the Gilroy Foundation to ensure that project goals are met efficiently and effectively. A critical component of this role will be to develop a comprehensive proposal that includes multi-sector signatures, ensuring broad-based support for the initiative. The ideal candidate will have a passion for community development, a strong ability to manage multiple tasks, and experience in coordinating projects that engage diverse populations.

Key Responsibilities:

- **Project Planning & Execution:**
 - Develop and implement detailed project plans, timelines, and budgets for various initiatives under the South County THRIVES program.
 - Coordinate with stakeholders, including community organizations, local government, and other partners, to ensure alignment with project goals and objectives.
 - Monitor and report on project progress, identifying any risks or challenges and developing strategies to mitigate them.
- **Proposal Development & Multi-Sector Collaboration:**
 - Lead the creation of a comprehensive project proposal that outlines the objectives, strategies, and expected outcomes of the South County THRIVES initiative.
 - Engage and collaborate with key stakeholders across multiple sectors, including housing, healthcare, education, business, and government, to secure their support and signatures for the proposal.



- Ensure that the proposal reflects the diverse needs and perspectives of the Gilroy, San Martin, Morgan Hill community, and that it is positioned for successful approval and implementation.
- **Stakeholder Engagement & Communication:**
 - Serve as the primary point of contact for project-related communications with community partners, stakeholders, and participants.
 - Facilitate regular meetings, workshops, and events to engage stakeholders, gather input, and ensure their ongoing involvement in the project.
 - Prepare and deliver presentations, reports, and updates to the Executive Director, the Gilroy Foundation Board, and other relevant parties.
- **Resource Management:**
 - Identify and secure resources, including funding, volunteers, and in-kind donations, to support project activities.
 - Manage project budgets, ensuring that resources are allocated efficiently and in line with funding requirements.
- **Data Collection & Analysis:**
 - Collect, analyze, and report data related to project outcomes, community impact, and participant engagement.
 - Utilize data to inform project decisions, improve program delivery, and demonstrate the effectiveness of the South County THRIVES initiative.
- **Consultation & Advisory:**
 - Provide expert advice and consultation on best practices in community development, project management, and stakeholder engagement.
 - Work collaboratively with the Executive Director and other consultants to refine project strategies and approaches as needed.
- **Documentation & Reporting:**
 - Maintain accurate records of project activities, communications, and expenditures.
 - Prepare comprehensive reports detailing project achievements, challenges, and recommendations for future initiatives.



Qualifications:

- Bachelor's degree in Project Management, Public Administration, Social Work, or a related field. Master's degree preferred. Relevant experience will be considered.
- 3-5 years of experience in project coordination, community development, or a similar role, preferably in the nonprofit sector.
- Proven ability to manage complex projects with multiple stakeholders and competing priorities.
- Strong communication, interpersonal, and facilitation skills, with the ability to engage and inspire diverse community groups.
- Bilingual in Spanish preferable but not required.
- Experience in budget management, resource allocation, and fundraising.
- Proficiency in data collection, analysis, and reporting, with attention to detail.
- Experience in developing proposals and securing multi-sector support for community initiatives.
- Ability to work independently, take initiative, and make decisions in a dynamic environment.
- Familiarity with the Gilroy, San Martin, Morgan Hill community and surrounding areas is highly desirable.

Compensation:

This is a contract position with the possibility of renewal based on project funding and performance. Compensation will be commensurate with experience.

Application Process:

Interested candidates should submit a cover letter, resume, and references to director@gilroyfoundation.org . Please include "Project Coordinator/Consultant – South County THRIVES" in the subject line of your email. This will be a rolling application process until position is filled.

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