Job Title	Project Coordinator
PVN ID	HC-1810-002793
Category	Managerial and Professional
Location	HUNTER COLLEGE
Department	Brookdale Center for Healthy Aging
Status	Full Time
Annual Salary	$58,000.00 - $68,000.00
Hour(s) a Week	35
Closing Date	Mar 31, 2019 (Or Until Filled)

General Description

Project Coordinator: Financial Exploitation Pilot

The Brookdale Center on Aging at Hunter College strives to improve the lives of older adults through research, policy, and professional development. Brookdale's work incorporates the experience and desires of older adults to promote just and effective social policy and practice, taking a life course approach to aging, as influenced by factors in the built, social, and policy environment as well as individual biology and behavior. A substantial portion of Brookdale's work is grant-funded.

We are seeking a smart, enthusiastic, flexible, and entrepreneurial individual with strong communication and interpersonal skills to coordinate planning, project implementation, and evaluation for a federally funded project to enhance communication and coordination across different sectors to identify and prevent financial exploitation of older adults, or, failing that, to apprehend the perpetrators. The **Project Coordinator** will coordinate the efforts of eight independent partners (governmental, academic, business, and non-profit entities) physically located across the country through an interlocking series of activities, whose sequencing and compatibility are crucial for project success. Therefore, successful applicant should be extremely well organized, an experienced project manager, and an effective communicator in a wide variety of settings.

Other Duties

Project Description:

This project entails developing, piloting, and evaluating a digital platform to increase reporting of financial exploitation of older people as well as to speed and quality of response by streamlining reporting and information sharing between financial and investigating agencies.

Primary Responsibilities:

• Coordinate collaboration of the eight major partners, each fulfilling unique, independent, and sequenced functions across the two year project period.

• Schedule, arrange, monitor, and track full project team meetings, work-group meetings, and project deliverables (entailing detailed version control as core products will undergo numerous iteration and review cycles).

• Implement the evaluation systems designed by one partner and facilitate and train other partners in their use.

• Manage communication between partners, within the various administrative and programmatic units of the Brookdale Center, which is the lead partner, and between the Center and the funder.

• During product pilot testing, facilitate recruitment and participation of up to six additional partners in each of two out of state pilot sites.

• Contribute to project reporting, presentation, and dissemination.

• Other duties as assigned.

Qualifications

Qualifications:

The successful candidate will have strong project management experience in a range of settings and combine systems thinking, database expertise, and strong verbal and written communications He/she will have a record of managing complex, interdisciplinary projects involving multiple constituents.

Knowledge in one of the following areas is a plus: aging services, financial services, adult abuse or elder justice. Specific qualifications include:

• Bachelor's degree;

• At least three years of project management experience.

• Experience working in at least two of the following five settings: financial services, government human services, academia, membership organization, technology development company.

• Ease and fluency with video-conferencing platforms, data sharing platforms, data-base management, as well as Microsoft suite.

• Ability to work full time schedule that includes some flexible hours as some partners have three hour time difference.

• Exceptional verbal and written communication, including clear information about schedules and meetings of different working groups.

• Experience in a grant-funded environment a plus.

• Experience with basic research and evaluation study design and principles a plus