



Project Coordinator for the Mackinac Economic Alliance

The Mackinac Economic Alliance develops and implements strategies to create new business and employment opportunities throughout Mackinac County, Michigan.

Mackinac County is the gateway to the Upper Peninsula of Michigan and is more than just the home of world-famous Mackinac Island, ferry boats and fudge shops. The Mackinac Bridge is just one transportation route that drives a surprisingly diverse economy, with five commercial marine ports, six airports, an under-the-straits tunnel being constructed, and even a Space Port in planning.

Quality of life is the business culture in Mackinac County. While definitely in Michigan, UP Here business and pleasure are driven by much more than cars. Mackinac is on the move with boats & bikes; horses & hovercrafts; as well skis, sails, snowmobiles, ships and spacecraft.

POSITION SUMMARY:

Under the general direction of the Director, the Project Coordinator is responsible for researching and managing grants, project management and office operations. The Project Coordinator will work with various partners and governmental entities, to seek funding opportunities and to maintain existing grants. The Project Coordinator is also responsible for managing the Straits Co-Working Space.

The Project Coordinator is a contracted position offered at \$33,000 annual salary. Job listing will expire July 12, 2021

ESSENTIAL FUNCTIONS:

- Maintain and oversee management for ongoing projects and grants;
- Assists various partners in writing periodic reports correspondence to comply with grant requirements;
- The Project Coordinator will maintain a calendar of grant proposals, due dates, report deliverables, submissions, and other deadlines;

- Persuasively communicates the organization's mission and program goals to public and private entities;
- Prepare interim and final project reports for grant-funded awards, as outlined in award agreements in collaboration with accounting, management, and other partners to ensure timely and accurate reporting;
- Maintains up to date records in the electronic grants management system and in paper files, including grant tracking and reporting;
- Maintain the Straits Co-Working space by making sure it is orderly and supplies are available.
- Maintain contracts with Straits Co-Working renters and act as the point of contact.
- Answer phones and correspondence, organize meetings and maintain calendars for Mackinac Economic Alliance.
- Other duties as assigned by the Director.

Project Management:

1. The Project Coordinator will interact with the Director to identify project goals, partners, financing and potential funding sources.
2. Initiate and maintain online project management program with specific tasks, goals, communications and objectives.
3. Upon identifying specific projects, the Project Coordinator will research available grant opportunities.

Monitor Submissions and Communicate:

1. The Project Coordinator must keep track of all proposals and communicate with project teams, any information about grant submissions.
2. Communication is vital for this position, so this individual will need to communicate well with MEA Staff, Board, Volunteers and Funding Agencies.

PHYSICAL REQUIREMENTS:

While performing the duties of this job, the employee is regularly required to sit, stand and walk.

POSITION REQUIREMENTS:

1. Education and / or Experience relating to Project Management and / or Grants Administration required. Related Associate or Bachelor Degree preferred, but not required;
2. Research experience online and personal outreach;

3. Demonstrated superior writing, research, project management and organizational skills;
4. Ability to successfully execute multiple, simultaneous projects on time with quality results;
5. Demonstrated excellent interpersonal, written/verbal communication skills to work effectively with people of diverse talents and backgrounds;
6. Demonstrated excellence in problem-solving and analytical skills with attention to detail and accuracy;
7. Must be self-motivated, detail-oriented, and highly-organized;
8. High level of computer literacy required; ;

Our Mission

The Mackinac Economic Alliance exists to foster economic growth through a public and private partnership dedicated to providing innovative leadership, vision, education, and promotion of economic development.

Objective

The MEA objective is to design and implement strategies to expand business and year-round, full-time employment opportunities throughout Mackinac County.

The Project Coordinator is a contract position offered at \$33,000 annual salary. To apply, email your resume and cover letter to roxie@mackinacea.org by July 12, 2021.