



Project Coordinator

The Project Coordinator organizes and coordinates ongoing web projects, functioning as a point of contact between Stellar's team members and clients. The project coordinator will manage schedules, budgets and issues related to the project. It's their job to make sure the project is well-organized and that it runs smoothly. This includes driving internal alignment between the various departments to ensure teams and clients are on the same page.

Responsibilities

- Communicate with Project Manager, Product Teams and the Department on a regular basis, ensuring tasks are prioritized, organized and scheduled
- Maintains task lists and ensure items are accomplished in a timely manner
- Provide input/support to Business Development efforts
- Create and maintain accurate project documentation such as statements of work, functional specifications, content documentation, change orders, meeting recaps and project status reports
- Work with teams of Strategists, Information Architects, Designers, Developers, and contractors, through the life of the project
- Assists with Quality Assurance testing of websites
- Assists in web page builds
- Responsible for providing information regarding web projects & web updates
- Work with Product Teams to gather design and development assets for sites and marketing
- Communicates and organizes incoming requests for changes, priorities, and determine schedules
- Updates master timelines including organizing assets and updating team on status and budgets

The Top Things We're Looking For

- College degree and 1-3 years digital or web coordinator or specialist experience, preferably at a digital agency or in-house web team
- Working knowledge of computer applications, including Office suite, photo and graphic editing, Google Suite
- Working knowledge in project management tools (Smartsheet, MS Project), and capable of assessing need for new tools and implementing them
- Intermediate internet skills and knowledge
- Well organized
- Strong written and verbal communication skills
- Excellent time management skills
- Self-motivated; ability to accomplish tasks with minimal instruction
- Ability to be objective in all communications regarding, and content going on, the Web site
- Knowledge of e-commerce websites or Web content is a plus



- Self-motivated, organized and accountable
- Humble in victory, constructive in defeat
- Willing to fight for good ideas, but always a team player
- Self-starter, driven, focused, eager