



Job Opening: Field Project Coordinator

POSITION DESCRIPTION AND SUMMARY

The Front Porch Center for Innovation and Wellbeing (FPCIW; www.fpciw.org) explores the innovative uses of technology to empower individuals to live well, especially in their later years. FPCIW works collaboratively with all stakeholders and in partnership with community members/residents, funding sources, researchers and technology partners. This Field Project Coordinator and Trainer (FPC) will primarily support and implement activities for the Center at the community level. This is a full time position that reports to the FPCIW director.

The FPC will work closely with the director to oversee pilot and grant initiatives. This position oversees project development and management, training activities, and volunteer management with an emphasis on direct community engagement and involvement. The FPC also coordinates equipment and technology implementation, supports on-site training associated with this equipment, and serves as a community-resource or a “super user” of technology-enabled health and wellness applications.

The candidate must be highly independent, demonstrate the capacity to work with little supervision and work comfortably under mobile and telecommuting conditions in the Orange County/San Diego area. Must be flexible to work occasional non-business hours (nights and weekends). A valid California Driver’s License, access to an insured vehicle, and ability to frequently travel to and work at local community sites participating in projects are required. The position requires an average of 60% local travel, and may also include some air travel.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Independently organize training opportunities for various community stakeholders.
- Develop curriculum and lesson plans relevant to project activities.
- Support the coordination of equipment installation at community project locations, including on-site training, purchasing, and equipment deployment; serve as a resource for “ad hoc” training necessary throughout the project.
- Develop and execute project plans that include:
 - research and project justification;
 - the design and implementation of outreach strategies to recruit community participants (including staff members);
 - training and adoption; and
 - project evaluation
- Ensure the achievement and success of project milestones.
- Recruit and manage volunteers to support project activities.
- Develop and oversee data collection for project evaluation.
- Produce progress reports, presentations, or other documentation and ensure documents are submitted on time.
- Maintain appropriate relations with vendors to ensure adherence to project plans.
- Provide facilitation and other community engagement activities to support the transition within

the communities to technology-enabled health and wellness.

- Provide a leadership or supportive role in the design and implementation of team-based activities, projects and events.
- Support other team member projects on an as-needed basis.
- Promote positive and fun working relationships with fellow team members, community collaborators, and business partners.

QUALIFICATIONS

- Bachelor's degree; Masters or post-college degree desirable.
- Prior experience working in a community collaborative or related project.
- 2+ years of project coordination and management experience.
- Excellent interpersonal and oral communication skills; ability to verbally express ideas assertively, clearly.
- Ability to teach technology to community members and colleagues with diverse backgrounds and technology proficiencies.
- Project management and leadership skills necessary to design, implement and monitor complex, multiple and multi-dimensional projects.
- Excellent written communication skills required to prepare reports, project plans, and presentations.
- Ability to develop strategic direction and parcel objectives into short-term tasks.
- Excellent organizational skills and ability to work effectively and independently under pressure with minimal direction.
- Ability to exercise tact and diplomacy in dealing with others to secure necessary information and cooperation from a variety of stakeholders.
- Well-rounded technology skills in using desktop computers, laptops, the Internet, and mobile devices with a strong interest in understanding and using technology to support health and wellness.

HOURS, SALARY, AND BENEFITS

This is a full time, salaried position with benefits. Salary is \$48,000.

HOW TO APPLY

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, or national origin. Please send **a resume along with a cover letter** describing your interests, skills, and appropriate experiences with the position. Applications may be sent to Davis Park at DPARK@frontporch.net.