



Position Title: Project Coordinator

The Center for Social Innovation (C4) is a woman-owned, mission-driven small business. C4 is a community of clinicians, social scientists, policy analysts, consumers and educators dedicated to using knowledge creatively to improve the lives of vulnerable populations. Through training and technical assistance, research and evaluation, and web-based communications, C4 applies knowledge of best practices in human service delivery to real world settings in the areas of housing and homelessness, behavioral health and recovery, trauma, and other issues our staff cares about deeply.

C4 is committed to creating and maintaining a diverse workforce. We actively encourage applicants from minority racial and ethnic backgrounds, as well as historically marginalized groups; this includes but is not limited to lesbian, gay, bisexual, queer, people who identify as transgender or non-binary, people living with disabilities or serious mental health conditions, and lived experiences of homelessness or recovery from substance use disorder. C4 is an affirmative action-equal opportunity employer.

C4 is seeking a **Project Coordinator** to work as a member of both the **State Targeted Response (STR)** and **Mental Health TA Center (MHTTC)** teams. This role will support the delivery of technical assistance and training to improve outcomes for people in recovery from serious mental illness or opioid use disorder. Technical assistance is delivered locally and virtually and is tailored to assist state, county, municipal and other systems officials; community-based organizations; and others.

Responsibilities:

- Respond to inquiries from internal and external stakeholders
- Track incoming technical assistance requests and confirm no duplication with active technical assistance under other funded projects
- Coordinate logistics for technical assistance requests/events
- Maintain an online, updated list of consultants and their bios/expertise information
- Coordinate payment to consultants on a quarterly basis
- Oversee the submission of travel requests and/or travel arrangements
- Coordinate travel reimbursements to consultants, as appropriate
- Schedule and host meetings with internal teams and/or consultant groups
- Maintain SharePoint sites, including overall organization, access, and documents
- Maintain and update online repository
- Support dissemination of quarterly information campaigns
- Assist in the development of content and materials for trainings, technical assistance events, research projects, workshops, and conferences

- Coordinate with management and other staff to advance project/task goals and fiscal objectives
- Write business correspondence and project reports with limited supervision
- Provide technical support for virtual meetings/webinars using Adobe Connect meeting room
- Relay client concerns to the appropriate senior staff
- Track simultaneous “moving parts” for both projects

Requirements:

- Bachelor’s Degree or at least 3 years’ experience relevant to the job
- Willingness to travel
- Intermediate proficiency with Microsoft Office Suite as well as ability to learn virtual meeting software (Adobe Connect)
- Polished written and verbal communication skills
- Demonstrated ability to manage and organize work
- Superior attention to detail

Location: The Center for Social Innovation’s main office is in Needham, Massachusetts. We also have employees living across the U.S. This position is based in Massachusetts.

Salary: \$45,000 to \$50,000, which includes C4’s comprehensive benefits package (paid time off, health, dental, vision, short-term and long-term disability, and 401K).

To apply, please send a cover letter, salary requirements, and resume with “STR/MHTTC Project Coordinator” in the subject line to Human Resources at apply@center4si.com.