



# St. Mary's Native Corporation

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Anchorage  
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<b>JOB TITLE</b>	Project Coordinator	<b>LOCATION</b>	Anchorage
<b>TYPE OF POSITION</b>	Full-Time, Regular	<b>SCHEDULE</b>	M-F, 8am-5pm
<b>FLSA STATUS</b>	Exempt	<b>REPORTS TO</b>	General Manager
<b>SUPERVISES</b>	N/A	<b>DATE POSTED</b>	May 9, 2022

## JOB SUMMARY:

Under direction of the Project Manager the Project Coordinator is responsible for assisting with projects to ensure they are completed on time and within budget. This position is also responsible for the oversight of the small components of large projects and are primarily responsible for tasks such as timelines, planning, reporting project support, etc.

## JOB DUTIES:

- Monitor and evaluate project timeline and activity and report on progress to project managers and leadership.
- Assist in the process of completing company projects on time and on budget.
- Compile reports concerning progress of work and downtime due to failures of machines and equipment to apprise planning personnel of delays.
- Maintain inventory of equipment, materials, and parts needed to complete production.
- Perform technical support including project scheduling and planning, earned value management, budget review/cost analysis, and change of scope impact analysis.
- Provide support to project/construction management function, review project proposals, ensure projects adhere to contract language, and issue and track project amendment documentation.
- Communicate any issues, problems, or additional information to project managers and project stakeholders and recommend solutions.
- Confer with supervisors to determine progress of work and to provide information on changes in processing methods received from methods or engineering departments.
- Participate in project design meetings and propose improvements if necessary.
- Responsible for updating daily and weekly trackers and reporting on them.
- Utilize spreadsheets to track budgets, dates, and other project information. Change orders; PO/Materials; Project workflow.
- Conduct data validation/audit on project and site information.
- Arrange schedules and regulates flow of work within or between organizational units or businesses.
- Work with site acquisition, engineering, and contractors to meet deadlines.
- Ensure regulatory and company documentation is complete.
- Provide field progress evaluations for percent complete and earned man hours.
- Review and maintain required documentation to include; charters, schedules, drawings, permits, etc.
- Distribute work orders denoting number, type, and proposed completion date.
- File project documents and create and manage the close out documents and site files.
- Assist with travel arrangements, meeting scheduling, and documentation of meeting minutes.
- Must be willing to perform other duties as assigned.

**REQUIRED QUALIFICATIONS:**

- A High School Diploma or equivalent is required.
- Associates Degree in Business, Accounting, Industrial Management/Engineering or related field is required.
- A combination of relevant work experience and/or education sufficient to perform the duties may substitute for the degree on a year for year basis.
- Must have a minimum of one year of experience in project coordination or project construction, inventory, warehousing, or related field required.
- Possess a valid Alaska driver's license with a clean driving record.

**REQUIRED SKILLS:**

- Organizational skills: ability to develop and interact with other business units within the company.
- Flexible and able to multitask: can work within an ambiguous, fast moving environment.
- Communication skills: excellent verbal and written communication skills required. Must be able to articulate information to internal and external customers with strong interpersonal skills.
- Ability to work effectively with peers and other groups.
- Analytical skills: ability to analyze, problem solve situations; leading to best solutions.
- Strong personal computer skills required including knowledge and experience with Microsoft office suite and ability to support all users in database.
- Self-motivated with the desire to continually grow and excel.

**WORKING ENVIRONMENT:**

The majority of work is performed in a professional office setting with a wide variety of people with differing functions, personalities and abilities. Incumbent may be required to travel to other locations in Alaska and nationally. Traditional work schedule but may be adjusted as needed.

**PHYSICAL DEMANDS:**

The work is generally sedentary, requiring routine walking, standing, bending and carrying items weighing up to 25 lbs. [Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions].

**REASONABLE ACCOMMODATION:**

It is our practice to provide reasonable accommodations, according to applicable state and federal laws, to all qualified individuals with physical or mental disabilities.

**Equal Employment Opportunity (EEO) STATEMENT:**

SMNC grants preference to qualified SMNC Shareholders first, and second to qualified shareholders of other Alaska Native corporations that grant a similar preference in all phases of employment and training, which include, but are not limited to hiring, promotion, layoff, transfer, and training.

SMNC is an equal opportunity employer. We recruit, employ, train, compensate, and promote without regard to race, sex, (including gender identity or expression), sexual orientation, age, religion, color, national origin, citizenship status or immigration status, ancestry, physical or mental disability, marital status or changes in marital status, pregnancy, reproductive health decision, or domestic or sexual violence victim status if the domestic or sexual violence victim provides notice to SMNC of such status or SMNC has actual knowledge of such status (collectively referred to hereinafter as "Protected Status").

SMNC's policy of non-discrimination applies to all terms, conditions, and privileges of employment, including but not limited to recruitment, hiring, termination, placement, promotion, transfer, training, compensation, benefits, employee activities, and general treatment during employment. Employees with questions or

concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of their immediate supervisor, or the Human Resource Department. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination shall be subject to disciplinary action, up to and including termination.

**For more information call 907-302-0750 or email [info@stmnc.net](mailto:info@stmnc.net)**