



**American Samoa Community College**  
*University Center for Excellence in Developmental Disabilities*  
**IN-HOUSE EMPLOYMENT OPPORTUNITY**

**Position Title:** Project Coordinator  
**Employment Status:** Full-Time/12-Month (Contract)

**General Description:**

This position is made possible through a newly-funded grant in response to COVID-19. The Project Coordinator will be in charge of implementing the Aging and Disability Resource Center (ADRC) – No Wrong Door (NWD) initiative. The goal of the NWD initiative is: 1) Rapid assessment of the local workforce; 2) Virtual management; and 3) Innovative services or service structures.

**Job Duties and Responsibilities:**

- Maintaining and monitoring project plans, project schedules, work hours, budgets and expenditures
- Organizing, attending and participating in stakeholder meetings; preparing necessary presentation materials for meetings
- Documenting and following up on important actions and decisions from meetings
- Developing projects strategies, ensuring projects adhere to frameworks and all documentation is maintained appropriately for each project
- Determining project changes; providing administrative support as needed; undertaking projects tasks as required; assessing project risks and issues and providing solutions where applicable.
- Coordinating and collaborating with stakeholders, agencies, and partners in meeting the overall goals of projects;
- Creating a project management calendar for fulfilling each goal and objective, ensuring project deadlines are met;
- Compiling activity reports for submission to UCEDD State Director and submission to National Information Reporting System (NIRS) database

**Minimum Qualifications:**

- Minimum of BA degree in related field
- Familiar with Response and Recovery
- Familiar with the network field of disability
- Ability to work independently with minimum supervision
- Experience using computers and various technological platforms including Microsoft applications (Word, Excel and Outlook)
- Knowledge of file management, transcription and other administrative procedures
- Has good collaboration and communication skills
- Able to meet deadlines

**Salary:** GS-13/12-\$24,580.00 - \$26,140.00 per annum

**Application Deadline:** April 22, 2022 no later than 4:00pm

Applications are available from American Samoa Community College, Human Resources Office 699-9155 Ext. 460/466/460/456/474, <http://www.amsamoa.edu/employmentopportunities.html> or by emailing [ascchumanresources@amsamoa.edu](mailto:ascchumanresources@amsamoa.edu).

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