



# THE MOSS GROUP, INC.

*Experienced Practitioners Committed to Excellence in Correctional Practice*

Job Title	<b>Project Coordinator</b>
Job Summary	<b>TMG Project Coordinators are part of the Professional Services team and report to the Managing Director. Project Coordinators provide administrative support to project teams to ensure the successful completion and delivery of all assigned projects. Under the direction of Project Managers they are responsible for the myriad logistics and administrative tasks related to client projects.</b>
Job Duties	<ul style="list-style-type: none"><li>• Develops and applies a solid level of knowledge, understanding, and passion about and for TMG business, goals, products, services, and priorities, as well as broad knowledge and awareness of issues, trends, and public policy related to corrections.</li><li>• Provides exceptional administrative support on specific TMG projects, as assigned by the Managing Director.</li><li>• Studies and becomes familiar with the requirements for each assigned project.</li><li>• Completes all task assignments according to the project plan, ensuring that each task is completed accurately and on time. Examples of tasks include the following:<ul style="list-style-type: none"><li>• Drafting correspondence</li><li>• Preparing materials</li><li>• Identifying, collecting, and sharing past related TMG work</li><li>• Creating and editing presentations and reports</li><li>• Managing project logistics and project meetings</li><li>• Coordinating meeting and event logistics, including BEOs; food and beverage; meeting room setup; meeting signage; A/V; ordering and shipping event materials; and ensuring on-site set-up</li><li>• Compiling survey data</li><li>• Making complex, multi-state travel arrangements</li><li>• Post-event follow up, such as bill reconciliation and submitting check requests for invoices for all elements of event</li><li>• Copying, scanning, collating and creating binders</li><li>• Call scheduling, note taking</li><li>• Maintaining filing structure for organizational purposes</li></ul></li><li>• Tracks progress on tasks and reports progress daily using TMG software, ensuring accurate and complete real-time project status transparency for TMG leadership; prepares and drafts project reports for clients.</li><li>• Participates in regular status meetings with all team members, including project kickoff meetings, daily stand up meetings, reviews, retrospectives, milestone and release planning, demos, and other project-related meetings.</li><li>• Demonstrates a high level of professionalism in all contact with executives, leaders, partners, and agency and facility staff.</li><li>• Proactively communicates task status, issues, and risks to Project Managers.</li><li>• Follows TMG policies, procedures, and methodologies.</li><li>• Practices the core principles of collaboration, prioritization, team accountability, and visibility.</li></ul>
Req. Education/Skills	<ul style="list-style-type: none"><li>- High school diploma required; college degree strongly preferred.</li></ul>

- 1-3 years administrative and office experience.
- Knowledge of correctional justice system a plus.
- Exceptional planning and organizing skills with demonstrated ability to prioritize and plan work activities and manage multiple priorities and work demands while still completing quality work on a timely basis.
- Strong interpersonal skills.
- Strong written communication skills, including accurate grammar usage and editing skills.
- Ability to problem-solve daily challenges with critical thinking, creativity, patience, humor, and understanding.
- Ability to excel in a rapidly changing environment; high degree of flexibility and adaptability.
- Experience and comfort working with sensitive and confidential information; excellent ethics and judgment.
- Strong knowledge and proficiency with Microsoft Office: Outlook, Word, Excel, and PowerPoint and database management systems.
- Strong service orientation and interest in the mission of TMG.
- Ability to move about and stand for up to two hours.
- Ability to lift up to 35 lbs.
- Ability to work a flexible schedule including some nights and weekends.
- Flexibility and ability to travel based on project strategies and project location. Potential travel will range from:
  - Approximately 0-15 trips per year (trip durations could be one to several days in length).
  - Approximately 0-26 travel days per year.
  - Approximately 0-10% of working time.