

GREATER NORTHSIDE MANAGEMENT DISTRICT

JOB DESCRIPTION: PROJECT COORDINATOR – CAPITAL PROJECTS

Overview:

Greater Northside Management District (GNMD) is a small, political subdivision created by the Texas Legislature to assist the Greater Northside area with supplemental services.

Position Summary:

We seek a dynamic and detail-oriented Project Coordinator for Capital Projects to join our team. The ideal candidate will have a minimum of two to three years of professional experience working on planning, construction, transportation or other projects. A bachelor's degree in transportation, urban planning, civil engineering, a certification in project management and/or a background in municipal projects is required.

This position is ideal for a professional with a strong ability to manage multiple priorities, support project execution and collaborate effectively with the team. The candidate must also be able to work with community, commercial property and business owners, and governmental representatives in a professional manner. We are looking for someone with strong organizational excellence, proactive problem-solving skills and a passion for implementing projects. This role would serve as the coordinator for planning and implementing capital projects.

Work Responsibilities include, but are not limited to:

This individual should be able to complete the following activities with little to no supervision.

- Collect, assimilate, interpret and manage project-related data.
- Assist in planning, organizing and managing projects from initiation to completion.
- Track project progress and maintain timelines to ensure deliverables are met on schedule.
- Have a basic, if not advanced, knowledge of engineering, landscaping, GIS and project maps.
- Attend and/or lead client and public meetings.
- Assist in coordinating with multidisciplinary teams, both internally and externally.
- Act as a liaison between project teams, management and stakeholders to facilitate communication.
- Assist in coordinating and scheduling meetings, presentations and project updates.
- Support leadership in resolving project-related challenges.
- Help ensure compliance with governmental regulations and policies.
- Contribute to the development and implementation of best practices and tools for project implementation.
- Assist with field work, permits and/or punch lists for active infrastructure projects.
- Be able to learn, research and disseminate current, ongoing and future Infrastructure and transportation.
- Share general administrative duties with staff including, but not limited to, board support, meetings, phones and constituent contacts.

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- Represent the District at various community meetings.
- Assist or facilitate stakeholders, committee and other community engagement meetings as needed, including compiling materials and preparing agendas.
- Help provide information for newsletters and assist with website and social media posts and updates.
- Assist with special projects as assigned.
- Able to lift up to 20 pounds.

Qualifications and Experience:

- A bachelor's degree in transportation, urban planning, civil engineering, project management, construction or a related field. City or county government experience is appreciated.
- May substitute a degree with a minimum of five years of experience in construction project management or a related field.
- Proficiency with various software applications (e.g., Microsoft Adobe, GIS, TRELLO, PowerPoint).
- Strong organizational, writing and communication skills.
- Attention to detail.
- Ability to apply critical thinking skills that are necessary to perform job tasks.
- Field work as required.
- Ability to initiate and work on a variety of projects.
- A basic understanding of or experience in local, state and federal infrastructure design standards and practices.
- Knowledge of public contracting processes, project scopes, contracts and/or budgets is helpful.

If interested – Please send your resume to rc.reyna@greaternorthsidedistrict.org.