



Project Coordinator (PC)

Wenaha Group is an Owner's Representative, Construction Management & Consulting Firm specializing in education, tribal, public agency, and healthcare projects. Our mission is to provide sustainable infrastructure and services to local communities in a manner consistent with our Guiding Principles. Wenaha Group's Guiding Principles were inspired by the 13 structural supports of a Columbia River basin style tipi. These principles are fundamental to our staff, personally and professionally, and become an integral part of every project from the foundation up.

Role

This role involves monitoring project plans, schedules, work hours, budgets, and expenditures, organizing and participating in stakeholder meetings, and ensuring that project deadlines are met in a timely manner.

We are seeking a **Part-Time Project Coordinator (PC)** to support project teams with organizing and monitoring project plans, schedules, budgets, and documentation. This role includes assisting with stakeholder communication, meeting coordination, and ensuring project deadlines are tracked and supported in a timely and efficient manner. To be successful as a Project Coordinator, you will need to be able to effectively communicate and collaborate with diverse groups of people, demonstrate a strong skill set for meeting tight deadlines, be competent in using software applications such as Word and Excel, and have exceptional verbal and written skills.

This position is ideal for candidates seeking a flexible, part-time role with consistent hours across the workweek. **Estimated hours: 16-20 hours/week**, with potential for adjustments based on project needs and candidate availability.

Hourly Rate Range

- \$22.00 - \$26.00 per hour depending on contribution and experience.

Technical Competencies

- Support internal team members and external clients, subcontractors, and vendors that comply with Company procedures and standards.
- Efficiently and effectively process, organize, copy, and file project management-related forms and documents including submittals, contracts, cost documents, processing of change orders, and enter requests for payment.
- Accurately collect and organize information and data from project management systems, and other sources into Company reports.
- Prepare project bid/RFQ solicitations for publication as assigned, maintaining detailed records for audit purposes.
- Assist project team members in bidding and closeout by efficiently managing the collection of documentation from trade partners.
- Assist with presentation and document preparation. Collaborate with multiple contributors to ensure all persons have the necessary input/information.
- Prepare non-technical correspondence (letters, memos, meeting notes, and proposals) and review outgoing materials for conformance with the Company's brand standards, practices, and formats.



- Provide support on complex internal calendar scheduling and ensure all participants are informed of critical information.
- Greet & assist incoming visitors providing a warm, welcoming environment.
- Project file archiving and storage.
- Support visiting internal team members needing conference rooms, offices, or workspaces.
- General technology support for all office equipment (copiers, plotters, phones, video conference, etc.)
- Demonstrates willingness and ability to work collaboratively and cross-functionally to obtain information or solve problems in support of the team's goals.
- Exercises discretion and integrity with highly confidential and sensitive information.
- Actively participates in all aspects of the project-specific safety plan and culture.
- Other relevant support tasks as requested.

Relational Traits

- Open-minded, willing to engage in learning new skills for continuous self-improvement in all aspects of the work.
- Ability to learn and use a variety of software, tools and systems necessary to meet business needs.
- High level of customer service to internal and external customers.
- Highly motivated with the ability to multi-task.
- Proficiency at the intermediate or higher level in MS Word and Excel.
- Strong organizational skills, attention to detail, and prioritization.
- Team focused with initiative to work individually.
- Disciplined work ethic. Demonstrating initiative and ability to work independently.
- Excellent communications skills with diverse thinkers and areas of expertise.
- Ability to work with multiple managers.
- A high degree of accuracy and attention to detail under time-sensitive work completion deadlines.
- Ability to celebrate milestones and present oneself in a positive, amicable mindset.

Experience

- Some prior office administration or support experience in the construction industry is preferred but not required.

How to Apply

Interested candidates should submit their resume and cover letter to hr@wenahagroup.com.