



Project Coordinator, Community Health Worker Coalition for Migrants and Refugees

Our growing non-profit organization is seeking to hire a TEMPORARY - Full Time (1 FTE) Project Coordinator to implement and evaluate our grant funded projects and establish best practices to provide health information and services to address the health challenges in the migrant and refugee population in Washington. CHWCMR implements evidenced-based programs led by our Community Health Workers (CHW's) that cover topics such as diabetes, influenza, pesticide awareness, oral health and COVID-19. This position involves working closely with our Community Health Workers to provide education and training to the migrant and refugee population. We are seeking a candidate that has a deep connection/interest in serving migrant and refugee communities.

This is a TEMPORARY, grant-funded Project Coordinator role designed to support the successful implementation of a time-limited project. The Project Coordinator will oversee day-to-day project activities, ensuring that all goals, deliverables, and reporting requirements outlined in the grant agreement are met within the specified timeframe. Because the position is dependent on grant funding, employment is contingent upon the availability and continuation of those funds, with an expected end date aligned to the grant term.

To be successful in this role, you will need to be able to work on tight deadlines, be fluent in Spanish, and have exceptional verbal, written, and presentation skills. Be competent in using Microsoft Office applications such as Word, PowerPoint, and Excel. As well as Google Workspace applications including Gmail, Google Drive, Docs, Sheets, Slides, Calendar, Chat and Google Meet.

Project Coordinator Responsibilities

- Participate in the development and refinement of program strategies, ensuring alignment between project objectives and broader organizational goals.
- Develop, implement, and maintain comprehensive project management plans, including timelines, deliverables, budgets, and documentation to ensure all project goals and deadlines are met.
- Monitor and track project progress, expenditures, and milestones; prepare timely reports for internal use and funders (monthly, quarterly, final, etc.).
- Coordinate and communicate with staff, CHW members, partners, and community stakeholders to ensure collaboration and alignment on project activities.
- Organize, attend, and document project, staff, and CHW member meetings, including preparing presentation materials, recording key decisions, and following up on action items.
- Identify and assess project risks, issues, and changes; recommend and implement practical solutions as needed.
- Ensure all project activities adhere to established frameworks, compliance standards, and documentation requirements.
- Provide administrative and technical assistance to CHWs and staff, including support with invoices, reports, and other project-related tasks.

Project Coordinator Requirements:

- Bachelor's degree required, preferably in public health or related field. Special consideration given to those with a master's in public health
- Two years of project management experience, preferably in a non-profit organization or working with underserved communities
- Bi-lingual Spanish/English
- Exceptional verbal, written and presentation skills
- Ability to work effectively both independently and as part of a team
- Experience using computers for a variety of tasks
- Competency in Microsoft applications including Word, PowerPoint, Excel, and Outlook
- Knowledge of file management, transcription, and other administrative procedures
- Ability to work on tight deadlines

This position reports to the Deputy Director.

Salary and Benefits: \$52,000 to \$77,000 ****TEMPORARY**** Employment and benefits are contingent upon the availability and continuation of grant funds, **with an expected end date of 06/30/2027** aligned to the grant terms. Benefits available after 3 months, upon successful evaluation of job performance.

Schedule: This is a hybrid position based at our office on Casino Road in Everett, WA. Staff are expected to work on-site Monday through Thursday, with teleworking available on Fridays for all team members.

Travel: Travel may be required depending on program needs. Occasional in-state travel to partner sites, community events, or training sessions may be expected.

Additional Requirements:

- Valid Washington State Driver's License
- Ability to travel throughout Washington State as needed

CHWCMR is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all who work with us.

For more information about our mission, vision, and values visit our website www.chwcoalition.org or visit us on Facebook: @chwcoalition

Interested applicants should email your resume to info@chwcoalition.org.