PROJECT COORDINATOR

QUALIFICATIONS

- **Bachelor's Degree Preferred**
- **At least one year of experience working on technology project teams**

JOB DESCRIPTION

- **Work closely with senior project managers to ensure projects are completed on time, in scope, and within the established budget.**
- **Assists in leading projects from requirements definition through deployment, developing project schedules, scopes, budget estimations, and project implementation plans.**
- **Designs, drafts, and develops project management tools including project schedules, project status updates, project risk registers, and stakeholder reports.**
- **Attends project meetings and documents meeting minutes and action items.**
- **Assists in a variety of design and implementation efforts, including enterprise governance, program management, business process re-engineering, and organizational change management.**
- **Assist in establishing and maintaining client stakeholder relationships and provide routine project status updates.**
- **Assist in writing and reviewing procurement responses and other Canopy reports.**

BENEFITS

- **3 Weeks of Paid Time Off**
- **Sick Leave**
- **Salary Range: $45k-70k (Depending on Experience)**
- **Employer Provided Health Plan**
- **Relaxed, Informal Work Atmosphere**
- **Ability to Work at Our Office, Remotely, or On-Site (Depending on Engagement)**
- **Employee-Friendly Culture That Prioritizes Work-Life Balance and Employee Health**

ABOUT CANOPY

Canopy Management Consulting Group was established in 2020 to utilize extensive industry experience and harness technological innovation to drive client success. We've seen and experienced how complex business and governmental issues can result in significant organizational cost and, just as importantly, negatively impact customer experience. We don't just work to provide our clients with answers; we guide them through the real impacts of change that can be the difference between success and failure. We have extensive experience in the public and private sectors, and our specialty consulting areas include information technology, grants management, finance and administration, procurement, and organizational change management.

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