



## **S.W.A.G. Project Coordinator Internship**

### **Project Coordinator Internship Responsibilities:**

- Maintaining and monitoring project plans and schedules.
  - Organizing, attending, participating in stakeholder meetings.
  - Documenting and following up on important actions and decisions from meetings.
  - Preparing necessary presentation materials before planning committee meetings.
  - Ensuring planning committee tasks are completed in a timely fashion.
  - Ensure the planning committee adheres to the vision of S.W.A.G. awards mission and strategic plan.
  - Chair and facilitate meetings where appropriate and distribute meetings to all planning committee members.
  - Create an event calendar for the planning committee with projected task deadlines.
  - Contributes to team effort by accomplishing related results as needed.
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- Responsible for meeting notes and provide administrative support as needed.

### **Education, Experience, and Licensing Requirements:**

- Pursuing Bachelors or Master (COSA) degree Social Work, Human Services or related field
- Reliable transportation or live on the bus line live within Allegheny County
- 6 to 9 month commitment to the Project.
- Competent in Microsoft Office Suite
- Ability to work effectively independently and as part of a team.
- Excellent verbal and written communication skills.
- Ability to work on tight deadlines.

Name: \_\_\_\_\_ Date: \_\_\_\_\_