



## **JOB ANNOUNCEMENT**

### **Project Coordinator**

#### **Position Summary**

Fallbrook Regional Health District (FRHD) is seeking a Project Coordinator to coordinate project activities. The Project Coordinator will support the FRHD CEO and team with day-to-day operational support and special assignments by managing schedules, arranging assignments with outside services, providing backup support to the team, and communicating progress to all team members.

#### **Responsibilities**

- Prepare Request for Qualification (RFQ) and Request for Proposal (RFP) documents.
- Research consulting firms and act as point of contact with consulting firms.
- Perform pre-bid review of projects and prepare project summary.
- Schedule regular meetings and record decisions (e.g., assigned tasks and next steps).
- Break projects into doable tasks and set timeframes and goals.
- Prepare and provide documentation to internal teams and key stakeholders as needed.
- Monitor project progress and address potential issues.
- Participate in problem solving meetings with team.
- Coordinate quality controls to ensure deliverables meet requirements.
- Serve as a liaison between FRHD and outside consultants or contractors.
- Assess project issues and develop resolutions to meet objectives.
- Assist with organizing special initiatives and events.
- Support Wellness Center and Blue Zones project.
- Support FRHD with other duties as assigned or required.

#### **Qualifications**

- Work experience as a Project Coordinator or similar role.
- Strong ability to effectively and diplomatically communicate cross-functionally.
- Ability to work cross-functionally.
- Ability to be self-motivated and work independently and in a team environment.
- Highly organized, clear reporting skills and able to prioritize.
- Effective listening skills.
- Proficiency in Microsoft Office products (Word, Excel, PowerPoint) and the ability to learn other computer applications as necessary.

All Proposals should be submitted to:

Bobbi Palmer, MBA, MSW  
CEO  
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[bpalmer@fallbrookhealth.org](mailto:bpalmer@fallbrookhealth.org)