

Position Title: Project Coordinator (Project Policy Analyst 2 - 007397)

Location: This position is remote-friendly, eligible for 80% remote capability except for summer where the Coordinator should be available on campus daily. Remote staff must be able to work from the Berkeley campus at least once a week outside of summer.

How to Apply: Go to <https://jobs.berkeley.edu/job-listings> and search for job #49176 to apply.

A tailored cover letter and resume are required. Please submit your cover letter and resume as a single attachment when applying.

Application Review Date: The minimum posting duration of this position is 14 calendar days. The department will not initiate the application review process prior to February 24, 2023.

Departmental Overview

[The Othering and Belonging Institute](#) (“the Institute”) at UC Berkeley brings together researchers, stakeholders, policymakers, and communicators to identify and challenge the barriers to an inclusive, just, and sustainable society and to create transformative change. The Institute is a vibrant hub of researchers, community leaders, policymakers, artists, and communicators that advances research, policy, and work related to marginalized communities. We engage in innovative narrative, communications, and cultural strategies that attempt to re-frame the public discourse around marginality and inclusion and respond to issues that require immediate and long-term action. Our work is informed by understanding how structures and systems work to create or exacerbate othering and exclusion.

The Project Coordinator will coordinate project activities for various Institute programs. This position will frequently work across teams to support a range of activities including administrative and logistical support, internal and external communication and material development. The Coordinator’s priority program is the annual Summer Fellowship Committee in which you will directly engage with fellows and coordinate the overall program. The ideal candidate will have strong written and oral communication skills, is a self-starter always thinking several steps ahead, and demonstrates a proven ability to manage multiple commitments combining attention to detail with productivity.

Responsibilities

- Provide administrative and coordination support across a range of Institute programs and projects. The Project Coordinator’s priority program of support will be the annual Summer Fellowship program where they will manage the implementation of the Summer Fellowship program by administering fellowship outreach and application

review, interview and evaluation processes and providing logistical support for fellowship including materials development and organize orientation, meetings, workshops, and graduation. The Coordinator will also manage communication with applicants and selected fellows and identifying and organizing fellowship workshop presenters.

- Serve as Project Coordinator in support of the implementation of other Institute programs in collaboration with Institute team members. Support project design and work planning and participate in group problem solving and brainstorming with project teams through notetaking, assisting with facilitation, and summarizing. Proactively track action items and follow up with team members to keep project implementation moving forward. Work effectively and efficiently with minimal supervision and proactively engage with project managers.
- Assist with data entry, creation of visualization tools, and other deliverables for reports and presentations. Collate/create materials for meetings, workshops, and activities. Organize and manage project files.
- Attend and participate in Institute wide meetings, other organizational events and other duties as assigned.

Required Qualifications

- At least 2 years demonstrated experience coordinating projects or activities.
- Working knowledge of or an ability to learn and understand the Institute and its vision, mission, goals as demonstrated through previous work.
- Proficient in communication and interpersonal skills to communicate effectively, both verbally and in writing.
- Proficient in ability to use discretion and maintain all confidentiality.
- Demonstrates ability to use sound judgment in responding to issues and concerns.
- Demonstrates ability to analyze, research and synthesize large amounts of data with strong attention to detail.
- Proficient in ability to multi-task with demanding timeframes.
- Ability to work independently and collaboratively.
- Proficient in MS Word, MS Excel, Google Docs, and or similar computer programs and applications. Comfort using digital marketing tools: e.g. Submittable, Google Analytics, Canva, etc.
- Experience in working with diverse constituencies including education, public agencies, nonprofit organizations, and other community groups and organizations preferred.

Education/Training:

- Bachelor's degree in related area and / or equivalent experience / training.

Salary & Benefits

- This is a two-year, full-time (40 hours/week), Contract position, and eligible for full UC benefits. A contract renewal is possible after two years pending available funding.
- Hourly pay range is \$27.20 - \$34.50 commensurate with experience and informed by our organizational equity-based salary scale.
- This position is remote-friendly, eligible for 80% remote capability except for summer where the Coordinator should be available on campus daily. Remote staff must be able to work from the Berkeley campus at least once a week outside of summer.

For information on the comprehensive benefits package offered by the University, please visit the [University of California's Compensation & Benefits website](#).

Under California law, the University of California, Berkeley is required to provide a reasonable estimate of the compensation range for this role and should not offer a salary outside of the range posted in this job announcement. This range takes into account the wide range of factors that are considered in making compensation decisions including but not limited to experience, skills, knowledge, abilities, education, licensure and certifications, analysis of internal equity, and other business and organizational needs. It is not typical for an individual to be offered a salary at or near the top of the range for a position. Salary offers are determined based on final candidate qualifications and experience.

Equal Employment Opportunity

The University of California is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or protected veteran status. For more information about your rights as an applicant see:

https://www.eeoc.gov/sites/default/files/migrated_files/employers/poster_screen_reader_optimized.pdf

For the complete University of California nondiscrimination and affirmative action policy see: <http://policy.ucop.edu/doc/4000376/NondiscrimAffirmAct>

Conviction History Background

This is a designated position requiring fingerprinting and a background check due to the nature of the job responsibilities. Berkeley does hire people with conviction histories and reviews information received in the context of the job responsibilities. The University reserves the right to make employment contingent upon successful completion of the background check.