

# PROJECT COORDINATOR

*You're a Project Coordinator, seeking work in an organization that will empower you to put your skills to use in an area of the business that truly impacts the bottom line.*

One that offers challenge and growth, and the opportunity to truly fuse your passion for people and human development. A company where you can make an impact, and be recognized as a valuable team member.

Eagle's Flight is that organization, and we're in search of a Project Coordinator to join our team. Showing initiative, sound judgement, creativity, accountability, and the ability to manage competing priorities will be critical to your success.

You must thrive on the opportunity to be part of a team committed to Eagle's Flight's point of difference: Changing behavior to improve performance.

The Project Coordinator will assist with both internal and external communication pertaining to customer project delivery and will coordinate the team in the preparation of deliverables. They will be responsible for processing sales, setting and communicating timelines, workshop logistics, coordinating shipping of workshop materials, coordinating processes and information systems.

The Project Coordinator has extensive contact with our clients and is the focal point for workflow into the company. They must ensure seamless execution of each training workshop to achieve world-class results.

This is a full-time position, working at our office in Minnesota.

*Sound like you? If so, find more details on the following page.*



## In This Role You Will:

- Proactively coordinate the progression of corporate training workshops and events.
- Coordinate the day-to-day execution of training workshops/events.
- Coordinate event/workshop logistics, coordinate with Finance, Legal, Production and Facilitations departments to deliver to customer outcomes.
- As requested by a project manager, coordinate with instructional design and graphic design.
- Follow a key set of tasks within a customer relationship management platform and ensure essential information is documented and communicated using the platform.
- Update necessary documents based on project scope changes (program assets, timelines) to the project team.
- Anticipate customer (internal/external) needs.
- Provide world-class customer service.
- Utilize various software platforms including Microsoft Teams, Howspace, DocuSign and Microsoft CRM.
- Be responsible for generating and maintaining delivery schedules.
- Other duties as assigned.

## You Must Have:

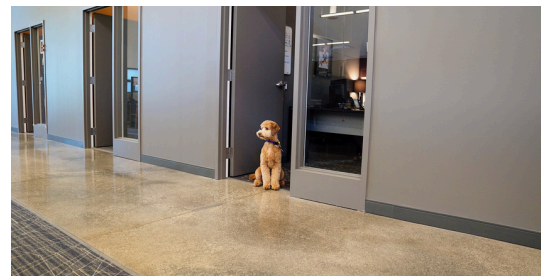
- Excellent attention to detail and ability to stay on top of tasks and priorities.
- The ability to work remotely, or in an office setting.
- Self-motivated and show initiative.
- Outstanding communication, organization, and relationship skills. Evidenced through writing, video-conferencing, and in-person interactions.
- Creative problem solving ability with a focus for process improvement.
- Excellent interpersonal skills and demonstrated ability to collaborate effectively with a broad range of individuals and groups.
- Demonstrated commitment to personal accountability.
- Confidence with Microsoft 365 office, and exceptional computer skills with proficiency in Microsoft CRM, Outlook, Word, Excel, PowerPoint, Teams, and Zoom.
- A learner's heart, enthusiasm for life and a desire to grow.
- Experience in project coordination and event/workshop logistics is an asset.
- Undergraduate Degree in business or related field, or comparable business experience of 2+ years.

# About the Team You'll Be Joining

*Exceptional Service · Absolute Quality · Genuine Friendliness  
· Leadership Excellence · Ethical Profit*

Our team is renowned for the ownership they take in the quality of their work and delivering incredible outcomes together. As a result, we are a close knit team that is energetic, and collectively owns creating a positive environment. We do this through our strong commitment to our values.

Eagle's Flight employees who demonstrate high performance and commitment have the opportunity for career development and advancement within our team.



## If this sounds like you, we'd love to hear from you!

To apply, please send the following **two items**:

1. Cover letter
2. Résumé

Applications can be sent to [comesoarwithus@eaglesflight.com](mailto:comesoarwithus@eaglesflight.com). Please include **Project Coordinator** in your subject line.

We thank all applicants for their interest; however, only those selected for further consideration will be contacted. If you are a person with a disability and require accommodation to successfully apply, please email us to make your accommodation request.