

# AMERICANS FOR PROSPERITY FOUNDATION®

2111 Wilson Boulevard, Suite 350 • Arlington, VA 22201 • 703.224.3200 • Fax: 703.224.3201

## POSITION DESCRIPTION

<b>Position Title:</b>	Project Coordinator	<b>Department:</b>	Membership & Online Strategy
<b>Reports To:</b>	Director of Membership & Online Strategy	<b>FLSA Status:</b>	Non-exempt
<b>Location:</b>	Arlington, VA	<b>Date Written:</b>	6.28.2010

### SUMMARY:

The project coordinator is expected to work both independently and in a team structure to manage and assist a variety of projects and initiatives in the Membership & Online Strategy department. The coordinator will be responsible for coordinating and compiling project materials and collateral, working with outside vendors and internal staff to create project plans and deadlines, managing and executing project schedules to ensure that deadlines are met, and assisting as needed to support projects and events. This position will report directly to the Director of Membership & Online Strategy, while working closely with the development, programs, communication, marketing, and policy departments. The candidate should have a commitment to the principles of the organization – specifically, a firm commitment to advancing every individual's right to economic freedom and opportunity through free markets.

### ESSENTIAL RESPONSIBILITIES:

- Plan and execute day-to-day management for a variety of projects
- Track and compile progress reports on key efforts to monitor results and effectiveness
- Coordinate across departments and with external vendors to ensure that all project elements are compiled and approved on time
- Assist the Membership & Online Strategy department in support of projects as needed

### POSITION REQUIREMENTS:

- Strong organizational skills, attention to detail, and problem solving skills
- Outstanding written and oral communication skills
- Ability to work independently, as well as collaboratively, in a fast-paced, deadline-driven, environment
- Integrity, humility, and an entrepreneurial attitude

- A positive attitude and an earnest interest in providing good customer service to our members, partners and state chapters
  - A firm commitment to advancing every individual's right to economic freedom and opportunity through free markets
- 

**GENERAL:**

**Americans for Prosperity Foundation** (AFP Foundation) is a 501(c)(3) organization of citizen leaders committed to educating consumers, business owners, and the general public about the value and operation of an open and market-oriented economy that is free of government interference. **Americans for Prosperity** (AFP) is a 501(c)(4) grassroots organization committed to educating and mobilizing citizen leaders interested in understanding and helping solve America's most pressing policy problems while championing the principles of entrepreneurship and fiscal and regulatory restraint.

**TO APPLY:**

Please submit a cover letter, resume and salary history/requirements to: Heather de la Riva at [hr@afphq.org](mailto:hr@afphq.org) with the position title in the subject line. AFPF is an equal opportunity employer. No phone calls please.