

## **Project Coordinator C4 Innovations**

**Background:** When people experience substance use, mental health issues, and housing instability, having access to available, high-quality, and flexible service and support options is essential. Many communities and systems have a limited continuum of service options and are often unprepared to meet the needs of everyone who needs help—in ways that are most useful and relevant to their lives. These challenges are worsened by structural and systematic racism, mass incarceration, stigma, and other forms of discrimination and injustice. Many services, programs, and policies systematically discriminate against people with diverse racial, ethnic, and gender identities. At C4 Innovations, we start with racial equity because racism permeates every institution and system in the US, denying millions the right to a fair and just society in which they can thrive and prosper.

**About C4 Innovations (C4):** C4 is a values- and mission-driven, woman-owned small business that advances equitable access to recovery, wellness, and housing stability for people who are systematically marginalized. We are committed to reducing disparities and achieving equitable outcomes. Through partnership with organizations, communities, systems, and people with lived experience, we incorporate person-centered, recovery-oriented, and trauma-informed approaches to understand factors that drive inequities and achieve transformative outcomes.

**We Welcome Your Application:** Research suggests that individuals who are systemically marginalized may self-select out of opportunities if they do not meet 100% of the job requirements. We encourage individuals who believe they have the skills, expertise, and lived experience necessary to thrive in this role to apply. We value lived experience and recognize that your background might include a mix of lived experience, professional training, and expertise that differs from the job requirements. If you think you may be a good fit, we welcome your application.

C4 is committed to creating and maintaining a diverse workforce. We actively encourage applicants from minority racial and ethnic backgrounds, as well as historically marginalized groups; this includes but is not limited to lesbian, gay, bisexual, queer, people who identify as transgender or non-binary, people living with disabilities or serious mental health conditions, and lived experiences of homelessness or recovery from substance use disorder. C4 is an affirmative action-equal opportunity employer.

**About the Position:** C4 is seeking a **Project Coordinator** to work as a team member across multiple training and technical assistance projects that are focused on advancing equitable access to substance use and mental health recovery supports. This includes projects that are funded by federal, state, and local governments.

**Responsibilities:**

- Provide administrative support to project staff, including scheduling trainings, conference calls, meetings, and travel; coordinating communication among project teams; and supporting a range of project management functions.
- Manage virtual meetings and webinar technology.
- Support the coordination, tracking, and delivery of training and technical assistance requests.
- Provide support in preparation of upcoming conference/events, such as preparing necessary materials and shipment of supplies.
- Support or oversee the coordination of travel arrangements.
- Prepare business correspondence and project reports with limited supervision.
- Attend meetings and training events with senior staff.
- Input data and manage spreadsheets and databases.
- Assist in the preparation and construction of presentations, reports, and other project materials.
- Participate in proposal preparation by providing support, formatting documents, tracking deadlines and delivery schedules, and assembling materials.
- Other duties as assigned.

**Requirements:**

- Bachelor's degree in social sciences, human services, research/evaluation, communication, or related field or at least 3 years of administrative experience preferred.
- Excellent organizational and communication skills.
- Intermediate to advanced level in Microsoft Word, Excel, and Outlook.
- Experience with online learning management systems and platforms preferred.
- Experience organizing virtual meetings preferred.
- Willingness to travel.

**Location:** C4 Innovations is a fully-remote organization, therefore this position can be located anywhere in the U.S.

**Salary:** C4's salary includes a comprehensive benefits package (paid time off, health, dental, vision, short-term and long-term disability, and 401K). The starting salary range for this position is \$46,350-\$57,422.50. Salary is commensurate with experience.

**To apply:** Send a cover letter, salary requirements, and resume with "Project Coordinator" in the subject line to Human Resources at [apply@c4innovates.com](mailto:apply@c4innovates.com). Deadline to apply is March 29, 2024.