

# 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. Our team is growing quickly, so 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, project delivery and will support the team in the preparation of deliverables, including project plans and timelines. They will be responsible for processing sales, workshop logistics, coordinating shipping, managing processes and information systems.

The Project Coordinator has extensive contact with our clients and is the focal point for all workflow into the company to ensure seamless execution of each training session 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 multiple projects
- Coordinate the day-to-day execution of projects through the system
- Coordinate workshop logistics, coordinate with Finance, Legal, Production and Facilitations to deliver on time
- 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 (components, timelines) to the project team
- Anticipate customer (internal/external) needs
- Provide world class customer service
- Utilize various software platforms including Microsoft Teams, Howspace, and DocuSign
- Be responsible for generating and maintaining delivery schedules
- Other duties as assigned

## You Must Have:

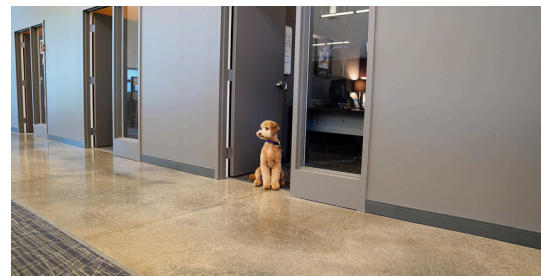
- Excellent attention to detail and ability to stay on top of tasks and priorities
- The ability to work remotely, being self-motivated and show initiative
- Outstanding communication, organization, and relationship skills. Evidenced through writing, video-conferencing and in-person interactions.
- Creative 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
- Exceptional computer skills with proficiency in Microsoft Outlook, Word, Excel, PowerPoint, Teams, Zoom, and database management
- A learner's heart, enthusiasm for life and a desire to grow
- Experience in project coordination and logistics 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.