



**Position Description**  
**Project Coordinator**

*"We want superstars! Folks who want to come into a fast-paced environment, learn a lot about many things, grow their skills and relationships, and invest in our company while supporting their own success. Entrepreneurial, flexible, out of the box thinkers thrive in our environment and are able to carve out their own niche of responsibility."*

**Mo Wright, President and CEO**

**BRIEF DESCRIPTION**

RAMA Consulting Group is a Columbus-based, performance management consulting firm. Our core services center around Employee Engagement, Organizational Engagement, and Community & Stakeholder Engagement, with a major focus on Strategic Planning, Diversity, Equity & Inclusion Strategy Development, Evaluation and Assessment, Community Outreach, Leadership Training & Development, and Cultural Competence. We are seeking qualified entry-level candidates that can work under the leadership of project managers and organizational leadership to achieve client and company outcomes.

The ideal candidate must be responsible, detail-oriented, and able to work under pressure with the ability to multi-task and understand the importance of meeting deadlines. Duties include a mix of professional and administrative tasks, including working with internal and external parties to organize the various components needed to initiate, run, and conclude client engagement projects. He/She will develop and maintain positive working relationships with all external stakeholders and be successful in achieving results in the absence of day-to-day guidance.

**DEMONSTRATED SKILLS IN SEVERAL (NOT ALL) OF THE FOLLOWING AREAS ARE DESIRED:**

- Excellent Verbal, Interpersonal, and Written Communication
- Community Outreach & Engagement
- Project Research
- Project Management & Logistics Coordination
- Statistical and Data Analysis
- Demonstrated success interacting with clients, stakeholders, and partners at various levels
- Critical Thinking and Problem Solving

**POSITION DUTIES:**

- Provide logistical and administrative support on client projects
- Serve as an effective liaison between RAMA and other firms/contractors
- Provide information to clients regarding projects when appropriate
- Assist project managers in ensuring
- Convey and support key messages on client projects optimistically and enthusiastically to community stakeholders
- Track client information in an organized way
- Provide clerical and administrative assistance, as needed

**ESSENTIAL KNOWLEDGE, SKILLS, AND COMPETENCIES:**

- Strong written communication skills with the ability to produce reports and documents that are succinct, accurate, and ensure the desired message is communicated and understood by the target audience.

- Ability to deal with ambiguity and produce work products that are of high quality and meet the need with little guidance or details provided.
- Apply innovative and creative engagement tactics to client projects
- Action-oriented with the ability to identify a need and act without being asked while managing up.
- Ability to handle conflict/tense situations and resolve issues independently.
- Able to determine the order in which tasks should be completed to allow for timely submission of deliverables within project timelines.
- Willing to proactively seek out materials, resources, or other coaching and training to skill up quickly and add value in a team environment.
- Able to efficiently manage time between internal and external projects to ensure timely completion of deliverables while navigating a fast-paced working environment.
- Able to build relationships and trust among clients by keeping them engaged and effectively adjusting processes and procedures to meet their specific needs.
- Ability to understand and articulate complex subject-matter
- Able to maintain a positive, personable, and outgoing attitude
- Possesses intermediate knowledge of Microsoft Word, Excel, Outlook, PowerPoint, and other PC software to develop brochures, newsletters, invitations, etc.

**OTHER POSITION REQUIREMENTS:**

- Experience in a small office environment a plus
- 1-2 years of professional work experience and at minimum an Associate Degree or equivalent education and experience in related areas
- Professional and neat appearance

**To Apply:**

**Forward a resume and cover letter with salary requirements to:**

**[apply@rama-consulting.net](mailto:apply@rama-consulting.net)**

**Attn: Project Coordinator**

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**(Please, no phone calls)**

***Position Open Until Filled***