

Position Opening: Project Coordinator

ServeNebraska – the Nebraska Volunteer Service Commission, a state agency, has an opening for a part-time temporary contractual position to coordinate the development of a comprehensive online portal providing capacity building and volunteer management guidance to nonprofit professionals and organizations in Nebraska.

TO APPLY: Email a cover letter with a resume and a list of three professional references to janet.schmidt@nebraska.gov or mail to Janet Schmidt, ServeNebraska, P.O. Box 98927, Lincoln, NE, 68509-8927.

Open Date: February 19, 2012 ~ ~ **Closing Date:** March 1, 2012 (5:00 pm)

***Help Plan & Develop An Exciting New Online Resource! Use Your Strong Organizational & Communication Skills!
Develop Marketing Strategies & Build Strong Social Media Connections!***

GENERAL DESCRIPTION: Under general supervision, plans and coordinates the Let's Build Nebraska website project, an online platform providing knowledge, skill development, and access to experts to nonprofit professionals and volunteers across a variety of topics of interest including professional level planning, organizing, administering, and monitoring of the Let's Build Nebraska website project functions, processes, and resources pertinent the agency's overall mission, operations, and statewide impact. Contractor must have access to computer, printer and sufficient equipment to communicate with ServeNebraska staff electronically and by phone. 90% of work will be off-site.

SUMMARY OF ESSENTIAL DUTIES

- Plan, organize, and implement work plans and timelines, as directed, to meet the goals and objectives of Lets Build Nebraska project.
- Work with key staff in finalizing the layout and design of Let's Build Nebraska.
- Develop strong working relationships with external funders and partners throughout Nebraska.
- Travel and develop new partners throughout Nebraska.
- Assist in the identification of links, webinars, and experts to be included on Let's Build Nebraska.
- Research and write policies to manage quality review and develop standards for content on website.
- Complete quality assurance analysis and evaluation of the Lets Build website content and experts.
- Coordinate qualitative review of links, webinars, and experts to be included on Let's Build Nebraska with identified staff and partners.
- Communicate effectively with Commission's website provider to assure that needed content changes are made.
- Coordinate with ServeNebraska public relations staff and assist in marketing the Let's Build website statewide.
- Assist in developing and implementing marketing approaches, including social media, to promote utilization of Let's Build Nebraska.
- Respond to inquiries from consumers of Let's Build Nebraska, forwarding such inquiries to other personnel as appropriate and needed.
- Coordinate scheduling of blog posts on Let's Build Nebraska by experts in an array of fields of interest to nonprofit staff and volunteers
- Integrate and develop the Commission's State Volunteer Network and Database initiative as a major section of the Let's Build Nebraska website.
- Attend meetings with ServeNebraska staff and partners, as directed.
- Write reports and completes other duties as assigned to advance the ServeNebraska Lets Build website project throughout the state.

EDUCATION AND EXPERIENCE

- Bachelor's Degree in education, public administration, journalism/public relations/marketing, regional planning or related area
- Special consideration may be given where a combination of education and experience is documented to contract with persons in graduate school.
- 3-5 years project planning and program management; monitoring and evaluating programs; extensive writing and report development.
- Experience or education in utilizing social media to advance organizational goals.
- Experience in preparing and reviewing documents for public distribution.

SKILLS AND ABILITIES

- Strong in project development and management; methods and techniques of program planning; quality assurance mechanisms.
- Principles of planning, monitoring and evaluating programs and online service delivery systems; social media and marketing.
- Interpreting and/or clarifying project details to interested groups.
- Conducting formal presentations to provide education and share information.
- Strong skills in using the internet to access and process information; website content management.
- Must have excellent written and verbal communication and computer skills.
- Work collaboratively in a team setting.
- Possess strong attention to detail; analyze, develop and organize materials.
- Establish and maintain positive relationships with community organizations and potential partners; communicate well with diverse audiences.
- Provide customer relations support; communicate to promote, explain, discuss and interact with interested groups on project issues.
- Take initiative and self-direct with excellent organizational skills.
- Develop own quality written products on Microsoft Office software including Word, Excel, and PowerPoint.

TRAVEL

- Requires a valid driver's license; successful candidate must provide a passenger vehicle with adequate liability insurance, or provide other independent authorized transportation in order to perform periodic work-related travel in Nebraska.