Job Advertisement

Job Title:

Project Coordinator, Community Data Initiative

Organization:

Northwest Center for Civic Analytics (NCCA)

Summary

The NCCA is seeking a detail-oriented **Project Coordinator** to support community-focused data projects across the Pacific Northwest. The Project Coordinator will work with local partners, maintain project documentation, assist with data-driven reports, and help organize community meetings.

Key Responsibilities

- Coordinate timelines, tasks, and deliverables for 3–5 active projects

- Prepare reports and presentation materials

- Collect and clean small datasets (Excel/Google Sheets)

- Communicate with community organizations and stakeholders

- Support outreach events and take meeting notes

Required Qualifications

- Bachelor's degree in any field

- At least 1 year of administrative, project support, or community work

- Proficiency with spreadsheets

- Strong written communication skills

- Ability to work collaboratively with diverse communities

Preferred Qualifications

- Experience with data visualization tools

- Familiarity with community-based research

- Event planning or outreach experience