



PROJECT COORDINATOR

The Common Ground Alliance (CGA) is the premiere trade association focused on reducing damages to underground facilities in North America through shared responsibility among all stakeholders. The CGA is a member-driven association of nearly 1,700 individuals and organizations across the underground utility industry committed to saving lives and preventing damage to underground infrastructure by promoting effective damage prevention practices. For more information, visit www.commongroundalliance.com.

CGA is seeking an organized, self-motivated Project Coordinator to support with project execution, meeting coordination and documentation and general membership support. This position will report directly to the Vice President and President and will be located in CGA's Alexandria, VA office.

Specific Responsibilities

Primary responsibilities include:

- Calendar coordination and management for CGA committee and general member meetings.
- Monitoring and tracking status of assigned project deliverables and coordinating related tasks.
- Coordinating and attending meetings, both virtually and in-person, taking minutes and ensuring follow-up as appropriate.
- Utilizing web-based tools to update member database information, post shared files and documentation and coordinate meeting information.
- Providing customer service to members, potential members and related parties.
- This position will include general duties such as fielding calls, meeting coordination and other duties as assigned.

Requirements/Qualifications:

- Bachelor's degree with 4+ years' successful track record in administrative/coordinator roles in fact-paced environment.
- Be experienced in handling a wide-range of responsibilities, be exceedingly well organized and demonstrate exceptional attention to detail.
- Have outstanding written and oral communications skills.
- Possess the ability to prioritize, plan, organize and carry out multiple assignments simultaneously and work effectively to achieve multiple objectives within a time-sensitive framework.
- Experience communicating, coordinating and collaborating with volunteers, staff and/or members.



- Possess a high-level of professionalism and confidentiality while remaining flexible, proactive, resourceful and efficient.
- This position may require some travel.

Salary commensurate with experience. Compensation includes health benefits as well participation in 401(K) plan once eligibility requirements are met. Please email cover letter and resume to jobs@commongroundalliance.com.