



## WE'RE HIRING A SENIOR PROJECT COORDINATOR

### ESTIMATED STARTING PAY SCALE

- \$38,000 - \$42,000

### BENEFITS

- After 6 months fully paid dental, vision, and medical
- Competitive leave, holiday, and sick compensation

### NEEDED SKILLS

- Excel
- Social Science Methods (Focus Groups, Interviews, Surveys)
- Writing
- Working with Diverse Populations

### DESIRED LEVEL OF EDUCATION/EXPERIENCE

- Bachelors plus 2 years applied experience OR
- Masters plus 1 year applied experience OR
- 5 years applied experience

### TASKS & RESPONSIBILITIES

- Descriptive data analysis
- Data cleaning
- Database building and management
- Report writing
- Facilitating focus groups
- Conducting interviews
- Developing and administering surveys
- Secondary data analysis
- Data mapping

### EXTRA POINTS

- GIS
- Tableau
- Salesforce
- OutcomeTracker
- CDFIs
- Feasibility Studies
- Familiarity with American Indian, Alaska Native, and/or Native Hawaiian populations, history, politics, and community development

**SUBMIT A COVER LETTER AND RESUME TO:  
[DIRECTORS@SWEETGRASSCONSULTING.NET](mailto:DIRECTORS@SWEETGRASSCONSULTING.NET)**

### LOCATION

- Remote
- Travel Expected