



NEW ENGLAND INNOVATION ACADEMY

Job Description

Job Title:	Project Coordinator
Department:	800-Collaborations
Reports To:	VP of Strategic Advancement Partnerships & Auxiliary Programs
FLSA Status:	Exempt
Date Prepared:	April 2026

Position Summary

The Project Coordinator serves as the vital link between high-level planning and daily execution of summer programs and auxiliary programs. This role handles granular administrative tasks to ensure the program stays on schedule and within budget.

NEIA employees are expected to embody NEIA's principles of empathy, equity, personalization, authentic work, and collaboration in all work activities and actions.

Essential Duties and Responsibilities include, but are not limited to, the following:

- **Planning & Scheduling:** Developing detailed action plans, project schedules, and meeting agendas. Managing daily program calendars, coordinating trip transportation, and reserve spaces as needed.
- **Administrative Support:** Managing project documentation (meeting minutes, reports, contracts), processing registrations, and tracking work hours. Maintaining accurate program records including participant registrations, attendance, and emergency contact forms.
- **Logistics & Resource Management:** Ordering supplies, coordinating field trips, and ensuring staff have necessary resources.
- **Staff Coordination:** Assist in training and scheduling counselors or interns, ensuring they have the resources needed to lead their groups.
- **Budget Oversight:** Monitoring expenses, reviewing vendor proposals, processing invoices, and managing inventory for program supplies.
- **Communication:** Serving as a liaison between management, staff, parents, and external stakeholders. Act as the primary point of contact for parents, vendors, and community partners, providing regular updates on program activities.
- **Supervision:** Providing daily guidance to junior staff (counselors, interns) and monitoring team performance.
- **Note:** Additional duties may be assigned by the Head of School as needed.

Supervisory Responsibilities: The Student Life Office Manager does not supervise other employees at NEIA.

Salary Range: The salary range for this position is \$53,000 – \$70,000 on a full-time basis.

Education and/or Experience:

- Bachelor's degree required.
- 1–3 years in leadership or program delivery, often specifically with youth populations.
- Proficiency in MS Office, Google Suite, Blackbaud, Reach, Asana, etc.
- CPR and First Aid certification.

Qualifications:

- Ability to create a welcoming and supportive community for a diverse student body.
- Ability to work with professionalism, discretion, sound judgment, equity, honesty, and personal accountability at all times.
- Strong written and verbal communication skills.
- Strong administrative and organizational skills.
- Strong creative and critical thinking skills.
- Ability to efficiently and effectively manage the time of self and others.

Physical Requirements

An employee must meet the physical demands described here to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Stand/sit for long periods.
- Bend, lift, push, kneel, crouch, crawl, stoop.
- Capable of moving around the classroom while teaching a class.
- Capable of adapting to frequent changes in position throughout the workday.
- Hearing and speaking to understand and exchange information in person or on the telephone.
- Speak clearly so listeners understand.
- Use hands and fingers for manipulation, educational tools, play equipment, keyboarding, first aid, and CPR performance.
- Specific vision abilities required include close vision, distance vision, color vision, and depth perception.

Nothing in this job description restricts NEIA's right to assign or reassign duties and responsibilities to this position at any time.

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Interested candidates are asked to send a cover letter and resume to careers@neiacademy.org with the subject: Project Coordinator

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