



1459 W. Hubbard Street, Chicago, Illinois 60642 | 312.980.7788 | [www.maestrocared.org](http://www.maestrocared.org)

### **Project Coordinator**

Maestro Cares Foundation (MCF) is a fast-paced, growing nonprofit organization.

#### **About Maestro Cares Foundation**

Maestro Cares Foundation improves the quality of life of disadvantaged children and communities in Latin America and the United States. We do so by providing housing, educational programming and the essential resources to support their growth and development. Through our efforts, we're strengthening communities and helping children become tomorrow's leaders. To date, Maestro Cares Foundation has established 25 projects in 13 countries including projects in Chicago, New York, Puerto Rico, Colombia, Chile, etc.

#### **Job Summary**

Maestro Cares Foundation (MCF) is seeking a experience Project Coordinator. The successful candidate must be enthusiastic, outgoing, organized, attentive to details, able to work under pressure to meet deadlines, able to work cross-functionally within an organization, and committed to advancing the mission of Maestro Cares Foundation. In this position you will be responsible to research new projects, while overseeing the current projects in constructions and checking in on completed projects. This position will also coordinate all volunteer related activities, help in fundraising and project related events. This Project Coordinator role is available as a full-time exempt position.

This position will report to the Project Manager.

#### **PROJECT AND PROGRAM WORK**

- Work with existing projects to get regular reports and updates.
- Research and identify new possible projects and programs for the organization to explore and consider.
- Conduct research on new programs and expansion in current areas, as needed, requested, and identified.
- Prepare analysis reports of information for new projects or programs.
- Create and maintain fluid and effective project schedules, including monitoring time and cost schedules.
- Present information to the Executive Director and others as directed.
- Interact with programs and program staff supported by Maestro Cares.
- Share information with Maestro Cares staff for marketing and communications purposes.

#### **EVENT PLANNING AND ACTIVATION**

- Assist with all fundraising events such as Galas, grand openings, cocktail receptions, etc.
- Plan and coordinate all on-site logistics and communications.
- Help make travel and transportation arrangements as necessary.
- Provide full support to the Events Committee to plan and manage the timeline and schedule for events and other projects including permitting, reporting, and budgeting.
- Assist with fundraising activities to support existing program operations
- Create post-event reports including recaps, project evaluation, and overall project results.

- Serve as a department representative at sponsored concerts and special events, including the Annual Gala and Golf Tournament, and maintain a positive presence at external meetings and events.
- Raise awareness about the organization's mission, projects, and activities through speaking engagements, community outreach events, and media interviews.
- Administrative duties: update databases, prepare reports, monitor income and expenditures.

**OTHER:**

Maestro Cares Foundation employees are expected to be flexible and to take on additional duties as assigned, according to the organization's needs and the staff member's skills and abilities. Because we are a non-profit that serves the community, some events or projects may require an occasional night or weekend.

**QUALIFICATIONS**

Required:

- Bachelor's Degree
- 2-5 years' project or event coordinator experience
- Excellent written and verbal communication skills
- Ability and willingness to work flexible hours (some weekends and evenings)
- Organizational, project planning and leadership skills
- Fully bilingual, written and spoken Spanish
- Good sense of humor especially when engaging with potential donors
- Excellent computer skills with proficiency in various office applications
- Must be able to coordinate multiple tasks and be open to new learning experiences
- Ability to work independently with minimal supervision and as part of a team
- Creativity, drive, enthusiasm, and initiative to carry projects to conclusion
- Ability and willingness to travel both domestically and internationally
- An understanding of and belief in, the mission of Maestro Cares Foundation

Preferred:

- Ability to learn Salesforce database management software
- Experience with organizing event activations
- Exceptional interpersonal skills: ability to interact effectively with a variety of volunteers, community leaders, board members, prospects, and donors

**Job Details:**

Type: Full-time On-Site

Schedule: Monday to Friday 9am to 5pm or 10am to 6pm

MCF offers a comprehensive benefits package including medical, dental, vision insurance, life, short- and long-term disability insurance and matching 401(K) contributions.



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**COVID-19 considerations:**

All in-person employees of the Maestro Cares Foundation must show proof of Covid-19 vaccination, including a booster shot.

**Salary and Application details:**

MCF offers a competitive salary commensurate with the applicant's skills and experience.

Must submit a cover letter and resume to be considered as an applicant.

Email it to: [jobs@maestrocares.org](mailto:jobs@maestrocares.org) with Project Coordinator in the subject line. NO PHONE CALLS.

**Maestro Cares Foundation** provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training