

## POSITION POSTING

POSITION TITLE: Project Specialist  
SUPERVISOR: Project Manager  
POSTING DATE: 08/25/2023  
EXPIRATION DATE: 09/22/2023  
SALARY RANGE: Negotiable

### **GENERAL DESCRIPTION**

Under the supervision of the Project Manager, the Project Specialist is responsible for providing support to the Academy grant funded programs. The Project Specialist will be involved with various administrative aspects of the five-year federal cooperative agreement including coordination of meetings and webinars, travel, tracking expenses and other critical logistics related to the projects.

This position is located in Detroit Michigan. It is a hybrid position that allows some remote work. However, there are times that the work must be done in the office.

### **PRINCIPLE RESPONSIBILITIES**

This position as a Project Specialist will support Spaulding for Children and the Academy projects in the following ways:

- Assist with producing quarterly and year end reports for each site that shows expenditures for each month
- Assist with logistical arrangements for conferences, webinars and meetings
- Schedule Zoom meetings for the Academy; including staff, consultants, and project site representatives
- Process honorariums, stipends, and travel reimbursements
- Work with the business office as needed on invoices
- Assist with filing and coordination of Academy materials
- Send out project consultant contracts using DocuSign
- Process gift cards
- Prepare supplies for meetings and ensure all items are packaged and mailed in time for meetings
- Take notes at various meetings
- Assist Academy staff, consultants, and sites with travel arrangements
- Assist with ordering food for various meetings
- Purchase supplies for sites as requested
- Manage the Academy Outlook calendar
- Perform other job-related duties as assigned.

### **QUALIFICATIONS**

- Four-year college degree
- Proficiency with Microsoft Word and Microsoft Excel
- Experience working with zoom and teams
- Excellent organizational skills
- Ability to provide attention to detail
- Ability to handle multiple assignments
- Ability to work independently and be self-directed
- Excellent interpersonal skills
- Excellent writing skills

If interested in this position, please submit a resume and cover letter to the HR Director  
[jbozarth@spaulding.org](mailto:jbozarth@spaulding.org)

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