

# Job Description

**Position:** Planning and Research Coordinator

**Position Summary:** The coordinator (Level II) will work in a team setting as a co-lead on various projects at ACET. The coordinator reports directly to the Senior Manager of ACET's Program Services (PS) department, unless directed otherwise for a particular project.



**Essential Duties and Responsibilities:** The coordinator will be responsible for the following tasks:

- Plan and organize community engagement events and conferences, including identification and recruiting of stakeholders;
- Collaborate with ACET staff to deliver training and technical assistance in person and through virtual environments;
- Identify and build connections with subject matter experts;
- Develop and nurture relationships to implement community-based participatory research;
- Conduct readiness and needs assessments, including SWOT analysis, stakeholder mapping, and feasibility studies;
- Engage in processes to develop strategic plans and community action plans;
- Apply techniques for authentic stakeholder engagement;
- Keep current with research on effective cross-cultural communication strategies and practices;
- Infuse cultural and organizational values into project processes;
- Engage in opportunities to promote ACET services;
- Assist in business outreach; and
- Complete other relevant and appropriate duties as may be assigned.

**Minimum Qualifications:** This position requires a minimum of a Bachelor's degree with at least 3 years of experience in communications, community engagement, professional networking, and community-based participatory approaches; experience with Google Products; capable of independent travel with valid driver's license and insurance; utilization of computer network system, time and project tracking systems; strong verbal, written, and interpersonal skills; and strong organizational and documentation skills that meet professional practices.