



IT PROJECT COORDINATOR

Department: Information Technology
Unit: 5210
Level: 6 Exempt

Supervisor's Title: Director, Project
Management Information Technology
Supervises: No staff

ESSENTIAL JOB TASKS:

Administrative & Organizational Support Duties:

1. Arrange logistics and schedule meetings and training courses for internal and external stakeholders. Coordination to include confirming meeting space, audio/visual requirements, catering requests, etc.
2. Work with the building security team to facilitate guest visits and visitor badging regarding badging and guest visits to the Logan Office Center (LOC).
3. Assist project managers and other designated IT staff with their event/meeting planning and scheduling.
4. Prepare agendas, and document decisions and action items, including proactively managing potential conflicts.
5. Arrange travel, process expenses, and ensure compliance with company systems, processes, and policies for the Project Management Team.
6. Assist with annual budget planning, monitoring expenditures, processing invoices, tracking payments to vendors, processing contracts, and managing procurement processes.
7. Interact with PM Web and other relevant systems to originate and update contracts, contract amendments, and other documentation as needed.
8. Interact with PeopleSoft, Oracle, and other relevant systems to enter and manage purchase requests, purchase orders, receipts, and reports.
9. Assist with the creation of department, Executive Administration and Board meeting presentations, memos, and forms. Maintain an electronic library of these documents for the IT Department.

Project and Performance Support:

1. Disseminate and review project management request intake forms.
2. Provide reporting on project management requests and forecast future project needs.
3. Assist in the development of project plans and schedules.
4. Coordinate project activities, resources, and information.
5. Develop reports that help track project success metrics and milestones, including project statuses and progress.

6. Maintain and update project documentation, reports, and dashboards.
7. Organize and participate in stakeholder meetings.
8. Ensure standards and requirements are met through conducting quality assurance tests.
9. Coordinate meetings, prepare agendas, and document meeting minutes and action items. Help project managers to maintain comprehensive project documentation, minutes, plans, and reports.
10. Help identify project risks and suggest mitigation strategies.
11. Provide detailed updates for project managers and other stakeholders.
12. Track project tasks, deliverables, and deadlines using project management tools. Help project managers to ensure all project tasks are completed on time.
13. Assist with development and execution of special projects in conjunction with IT Units as assigned.
14. Function as a unit liaison with stakeholders, vendors, and contractors.

Assist with the development, implementation, and updating of policies and procedures.

1. Assist with developing departmental standard operating procedures, administrative forms and templates, and departmental guidelines.
2. Collects and distributes information to ensure departmental websites, file-sharing sites, and other communications are updated and current for cross-company communication.
3. Serve as the liaison for the Director of IT Project Management on internal matters.

Assists with the contractor onboarding process for the IT Department.

1. Analyze and make optimization improvements of existing department procedures.
2. Assist with development and implementation of the onboarding process for contractors working with the IT team, including working with our Cybersecurity and Operations teams for system access.
3. Collaborate with IT operational teams to manage remote access for vendors and contractors.
4. Work closely with senior staff to develop internal programs related to the ongoing development of staff.

Provides support on Requests for Qualifications (RFQs), Requests for Proposals (RFPs), consultant selections and bid process as assigned.

1. Coordinate online notification process for bid notification, prepares public notices and advertisements.
2. Maintain electronic records (i.e., list of bidders) and inputs bid information into database management systems and calendars.
3. Receive and process letters of interest and proposals in accordance with legal time constraints.
4. Provide bid results to department personnel, websites, and vendors.
5. Attend project meetings as necessary, and process bid information accordingly.
6. Prepare spreadsheets for various project management and contract needs. Help manage project management tools
7. Email Requests for Proposals' supplemental information.

8. Communicates with contractors interested in conducting business with Massport regarding selection results and copies of Legal notices and RFPs.
9. Prepare bid result communications.

SECONDARY JOB TASKS:

Performs other duties as assigned.

JOB REQUIREMENTS AND QUALIFICATIONS:

Education

High school degree or equivalent preferred. Critical to this position is a higher-than-average level of writing skills.

Experience

3-5 years of experience in related field is required. Demonstrated experience in public organizations is preferred. Must demonstrate an elevated level of proficiency in MS Office Suite Products (MS Word, Excel, PowerPoint, Access, Project, and Outlook).

UNIQUE EXPERTISE/CERTIFICATION/REGISTRATIONS:

1. Current and valid driver's license unrestricted, except for corrective lenses required.
2. Knowledge of the Massachusetts public bidding process preferred.
3. Knowledge of budgetary principles and practices preferred.
4. Demonstrated organizational and personnel management skills required.
5. Strong organizational and time management skills, with the ability to balance multiple priorities.
6. Prominent level of responsiveness and ability to build trusted relationships with colleagues and stakeholders.
7. Ability to solve problems in real time and work effectively under pressure.
8. Initiative and ability to work independently with minimal supervision.
9. Excellent written and verbal communication skills.
10. Ability to pass Massport security check and obtain a Massport Security Badge.
11. Ability to pass airfield driving test and obtain Aerodrome Ramp, Apron and Airfield License.
12. Ability to pass a Massport controlled substances test and background security checks.

WORK SCHEDULE:

Ability to work 37.5 –hour workweek, and ability to work additional hours as workload demands.