

Position: Project Coordinator

Organization: St. Petersburg Innovation District

Background:

The St. Petersburg Innovation District is a public-private partnership based south of downtown St. Petersburg. Its mission is to develop St. Petersburg into an environment that fosters job growth, economic development, and learning and inspiration by bringing innovative people and organizations together. The District focuses on enhancing the physical infrastructure, recruiting new businesses, assisting with the expansion of existing organizations, and coordinating collaborative events and/or groups. These activities strengthen the city's target industries clusters and increase economic activity. Additional information about the Innovation District can be found on the [District website](#).

Dynamic Role Managing Multiple Projects:

The Project Coordinator plans and oversees projects to ensure they are completed in a timely fashion and within budget. These projects happen concurrently. The top priority project will rotate based on emerging needs and/or time of year. For example, the St. Pete Science Festival will be the Coordinator's priority focus starting in October through end of February. For the rest of the year the primary focus may shift to the Ocean Team, Communications Outreach and/or Smart City initiatives.

Sample schedule of projects (subject to change):



Responsibilities:

- **Manage the Ocean Team, Communications Outreach, Smart City and/or other District projects.**
Lead the District's key projects in collaboration with the committees assigned (volunteers). Tasks include
 - Act as primary point of contact for the projects
 - Establish project plans
 - Recruit and maintain a cross-section of stakeholders to assist on the projects
 - Conduct planning meetings
 - Provide logistics support
 - Track action items
- **Coordinate the St. Pete Science Festival.**
Guide the preparation and execution of the two days of the Festival, alongside the Festival Steering Committee (volunteers). Tasks include
 - Be a liaison to the Festival Steering Committee, MarineQuest Committee, City of St. Petersburg, and USF
 - Participate as a member of many of the Festival's committees (e.g., Program, Exhibitor)
 - Track overall task plan

- Coordinate concessions
 - Oversee creation of the Festival program or expo booklet
 - Establish exhibitor, schools, volunteer, and Junior Scientist registrations
 - Prepare site plan
 - Update the website
 - Oversee onsite operations
- **Support the Maritime and Defense Technology Hub.** Assist as needed in the operations of the Hub.
Tasks include
 - Greet visitors
 - Open and close the space
 - Conduct general administrative tasks
 - Support events
- **Other tasks as assigned.**

Skills:

- Self-starter with the ability to conceptualize and organize new projects.
- Unflappable – able to navigate an always changing environment.
- An inherent sense of urgency.
- A positive attitude and sense of humor.
- Reliable and focused.
- Excellent written and oral communication skills.
- Commitment to treat everyone with patience and respect.

Qualifications:

- Required
 - Previous experience in organizing materials, and tracking/meeting deadlines.
 - Strong time management skills and experience managing multiple projects simultaneously.
 - Able to complete all physical requirements of the job with or without a reasonable accommodation.
- Preferred
 - Bachelor's degree from an accredited college or university with major course work in business administration or related field.
 - Skilled in the use of Microsoft Word, Excel, and PowerPoint.

Additional Details:

- This is a full-time, salaried position with healthcare benefits and paid time off.
- The work location is onsite in the Innovation District office at the Maritime and Defense Technology Hub at 450 8th Avenue SE, St. Petersburg. Virtual work is available periodically.
- Since the Innovation District office is located at the Hub, candidates for this position must be a U.S. citizens or legal permanent resident (also referred to as immigrant aliens) with a lawful permanent resident card. Candidates must also be able to successfully complete the security clearance process including background investigation.
- Working hours are Monday-Friday from approximately 8am to 5pm – specifics to be determined.
- There will be occasional evening and weekend hours for events.
- We are an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability status, protected veteran status, or any other characteristic protected by law.



To Apply: Email a detailed resume and cover letter to abarlow@stpeteinnovationdistrict.com and put Project Coordinator in the subject line. You will receive an email response to confirm receipt. Submissions are due by 5:00pm on Friday, August 26, 2022.