

Equity & Impact Solutions
Project Coordinator
October 2024

BACKGROUND: Equity & Impact Solutions (EIS) is a Black-woman-owned consulting firm dedicated to advancing health and racial equity. We provide strategic counsel to Fortune 500 companies, government agencies, public health departments, and social justice organizations. Our work empowers leaders and organizations with culturally responsive skills, tools, and knowledge to address systemic inequities. By fostering authentic relationships with the communities our clients aim to serve, we help bridge gaps, ensuring impactful and sustainable solutions that drive lasting change.

POSITION SUMMARY

The Project Coordinator reports to the Director of Content Strategy with a dotted line to the CEO. This is a remote part-time position requiring a minimum of 20 hours per week. The ideal candidate will be highly responsive, even outside standard business hours, to support after-hour requests as needed. In line with EIS's commitment to building an inclusive team, people of color, women, people with disabilities, and LGBTQ candidates are strongly encouraged to apply.

PRIMARY ROLES:

1. Assist with Content Development & Design
2. Project Logistics and Coordination
3. Copy Editing and Proofreading
4. Administrative Support

Responsibilities Include:

Content Development & Design

- Assist the Director of Content Strategy in developing and refining presentations, reports, and client-facing materials. Ensure all content is compliant with regulatory guidelines and tailored to the needs of specific audiences, including community leaders, patients, and healthcare professionals.

Project Coordination

- Provide logistical and event planning support, including venue sourcing, travel arrangements, AV needs, and catering. Assist in tracking project timelines and coordinating with external stakeholders to ensure projects stay on schedule.

Administrative Support (in conjunction with Agency Director position)

- Support both in-house and external meetings by managing scheduling, preparing agendas, taking notes, and tracking action items. Maintain and organize digital filing systems to ensure easy access to client documents.

Research

- Conduct literature reviews and stay updated on the latest academic trends, best practices, and research in public health and racial equity. Apply these insights to support content

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development and inform strategic decision-making.

Support Client Regulatory Approval Processes

- Manage client regulatory/compliance approval process, including material preparation, referencing, and submissions through Veeva or similar platforms. Track progress and ensure timely reviews, coordinating with reviewers and stakeholders to address any feedback.

Desired characteristics/skills:

- 2-4 years of experience in project coordination, administration, or content development, preferably in public health, equity, or related fields.
- Some basic design (Canva/PPT)
- Proficient in MS Office, Word, Excel, PowerPoint, Google Suite, and Asana.
- Working knowledge of Canva or other design tools.
- Must be detail oriented, practice confidentiality and discretion, have a problem-solving orientation, and be deadline-oriented, meticulously organized, and self-motivated.
- Must have excellent verbal and written communication skills.
- Must have exceptional time-management skills with ability to prioritize work.

Position Details:

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Application Process:

To apply, please send your resume and a brief cover letter explaining why you're a great fit for this role to stephanie@equityimpacts.com. Please use 'Project Coordinator' as the subject line. We look forward to hearing from you!