

**LOS ANGELES REGIONAL FOOD BANK
JOB AD**

POSITION: IT Project Coordinator
SUPERVISOR: It Project Manager
STATUS: Hourly/Non-Exempt



PAY RANGE: \$32.00 - \$36.00 Hourly

The base pay offered will consider internal equity and may vary based on the candidate's job-related knowledge, skills, experience, and other factors.

LOS ANGELES REGIONAL FOOD BANK

The mission of the Food Bank is to mobilize resources to fight hunger in our community. To fulfill our mission, we source and acquire nutritious food and other products and distribute them to people experiencing nutrition insecurity through our partner agency network and directly through programs; energize the community to get involved and support hunger relief; and conduct hunger and nutrition education and awareness campaigns and advocate for public policies that benefit the people we serve. Food Bank employees are hired because of their unique skills, diverse perspective, and their commitment to our mission. This means that each of us, working together, will do all that we can to fulfill our vision that no one goes hungry in Los Angeles County. Our core values include: Respect, Stewardship & Accountability, Collaboration, Urgency, Service, Integrity and Diversity. Our organization is committed to maintaining a positive and engaging workplace for all employees.

ESSENTIAL FUNCTIONS

The IT Project Coordinator supports the successful execution of organizational and departmental IT projects by assisting the IT Project Manager in planning, coordinating, and monitoring project activities. This role ensures project documentation is up-to-date and plays a critical part in ensuring timelines, deliverables, and communications are aligned across teams and stakeholders. The ideal candidate is detail-oriented, proactive, and thrives in a dynamic, fast-paced environment, with a passion for using technology to enhance the Food Bank's efficiency and impact.

WHAT YOU'LL DO

Project Coordination and Management: Assist the IT Project Manager in the initiation, planning, execution, monitoring, and closing of IT projects. Coordinate daily project activities to ensure tasks are completed on time and within scope. Maintain and update detailed project schedules, timelines, and milestone tracking. Assist in the preparation of project proposals, plans, and presentations. Schedule and coordinate meetings, take notes, and distribute meeting minutes. Prepare and distribute project documentation, including status updates, reports, action items, and risk logs. Work closely with cross-functional teams to ensure effective collaboration and adherence to project plans. Act as the primary liaison between the project team and stakeholders.

Risk and Resource Management: Track project risks, issues, and changes, and assist in resolving project-related problems. Support resource planning and track utilization of personnel, equipment, and materials across projects. Assist with monitoring project budgets, invoices, and expenditures to ensure alignment with approved plans.

Quality Assurance and Process Improvement: Ensure deliverables meet established quality standards and stakeholder expectations. Support process improvement efforts by documenting lessons learned and contributing to the refinement of project management methodologies.

QUALIFICATIONS

- Bachelor's degree in Information Technology, Computer Science, Business Administration, or a related field.
- Minimum of 2 years of experience in project coordination or a similar project support role. Experience in IT project management is preferred.
- Strong organizational and time management skills, with an ability to prioritize effectively.
- Excellent verbal and written communication skills.
- Proficiency in project management and productivity tools such as Microsoft Project, JIRA, Trello, etc.
- Strong analytical and problem-solving abilities.
- Ability to work both independently and as part of a collaborative team.
- CAPM, PMP, or other project management certifications are preferred.
- Passion for the Food Bank's mission and commitment to the values of the organization: collaboration, inclusion, diversity, equity, accessibility, respect, service, stewardship & accountability.

BENEFITS

We offer a comprehensive benefits package:

- Medical: Employee HMO coverage as little as \$10 per bi-weekly paycheck and access to Nonstop Health funds
- Dental: Employee HMO coverage available at no cost
- Vision: Comprehensive vision insurance with generous allowances for examinations and material costs
- Flexible Spending Accounts
- Employer-paid Life Insurance and Long-Term Disability
- Optional Long-Term Care Insurance
- 403(b) retirement savings plan with employer match
- Employee Assistance Program (EAP) with expanded Mental Health
- Employee recognition programs
- Growth & career development support for professional certifications and additional training resources
- Vacation: Two weeks annually for the first three years
- Holiday: Nine paid holidays; eligible upon date of hire
- Sick Leave Time available

As a part of the Food Bank's pre-employment screening process, all potential employees are subject to a Criminal Background Check.

In instances of a federal, state or locally declared emergency, Los Angeles Regional Food Bank is typically considered an essential service and emergency responder; all of its employees may be called in to perform regular or emergent duties.

The Los Angeles Regional Food Bank is proud to be an "Equal Opportunity Employer." Applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, sexual orientation, gender identity, disability or protected veteran status. The Food Bank fosters an organizational culture where ideas and decisions from all people help us grow, innovate, and serve in a rapidly changing world. We strongly encourage people from underrepresented groups to apply.

Interested in joining our team? To learn more about this opportunity and apply, visit our [Career Center](#).