



If interested, attach cover letter and resume.

Position: Project Coordinator

Key Qualifications

- 2-3 years of experience in a professional setting
- Strong organizational skills and detail orientation
- Ability to multi-task and prioritize effectively
- Strong oral and written communication skills
- Interpersonal and relationship-building skills
- Proactive orientation; inclination to clarify ambiguity and resolve issues
- Flexibility
- Quantitative acumen
- Proficiency with Microsoft Outlook, Word, Excel, and PowerPoint
- Bachelor's degree

This position requires occasional travel.

Role Overview

Cambria Consulting, a leading consulting firm with premier Fortune 500 clients, is seeking a highly motivated individual for a project coordinator position (aka Client Services Coordinator) in our Coaching Practice. The Client Services Coordinator's primary responsibilities consist of coordination activities related to the pursuit of new business opportunities and the management of client projects. The position requires support of Cambria's Client Services Management Team Leader and collaboration with other members of account and project teams to facilitate smooth, effective, and high-quality service delivery on time and on budget.

Our intellectually challenging and informal atmosphere requires initiative, teamwork, attention to detail, customer focus, flexibility, and accountability. This position provides a great opportunity for someone to utilize and hone project coordination skills in a professional services setting.

Key Responsibilities

- **Business Development Support.** Schedule new business exploration/planning calls between Cambria, clients, and/or Spencer Stuart; shadow Team Leader on calls regarding new business opportunities and assist with follow-up activities; record opportunity specifications in tracking system and update as needed.
- **Coach Selection Support.** Review coach bios to ensure complete and current; facilitate updating/modification of bios when needed; convey new opportunity specifications to coaches and assess interest and availability to participate; coordinate calls between coaches, clients, and/or Spencer Stuart colleagues.
- **Project Contracting, Billing, & Administration Support.** Coordinate between Spencer Stuart, client, and Cambria to ensure all project information is collected and recorded appropriately; create, distribute, collect, and file coach contracts; maintain project tracking systems with up-to-date information on projects and project activity; validate and approve Cambria's invoices to clients, and promptly escalate client payment issues; validate and approve contractor and vendor labor and expense invoices, and promptly escalate contractor payment issues; schedule and participate in project team/cadre calls and client account calls; field basic questions about Cambria's processes and systems from coaches.
- **Contribution to Coaching Practice Success.** Schedule and participate in practice meetings; provide calendar support to Coaching Practice Principals; take ownership for practice support responsibilities, special projects and initiatives, and priority action items as identified; pitch in to assist practice members and other staff when needed; other duties and responsibilities as determined by practice leadership team.

Company Description

Cambria Consulting is a human resource management consulting firm specializing in developing people solutions that drive business performance. Since 1985, Cambria has helped Fortune 500 companies, government agencies, and nonprofits accelerate the development of organizations, teams, and individuals — from C-suite executives to front-line employees — to reach higher levels of performance.

Our work spans the talent life cycle with a holistic approach that integrates consulting, coaching, assessment, training, and technology. We help clients achieve their strategic objectives through HR solutions that inform, align, and engage employees at all levels.

Our range of services includes individual and team coaching, 360-degree feedback processes, executive and team assessment, team development, organizational assessment, competency modeling and role profiling, succession planning, leadership program architecture and delivery, custom and off-the-shelf training, and online talent processes.

We take a business-centered approach, aligning our work with our clients' business strategies and existing talent processes and creating customized programs and solutions that support strategy execution.

In 2020, Cambria was acquired by Spencer Stuart, a leading global executive search and leadership advisory firm, to extend its focus on individual and team development and give Cambria a global footprint. We have retained our brand and are now known as *Cambria Consulting, a Spencer Stuart Company*.

Working remotely is an option most of the time; occasional in-office presence is required.

Employees will be required to establish that they have been fully vaccinated for COVID-19 or to obtain an approved accommodation.