



Job Announcement: Project Coordinator
Starting Salary Range: \$27,000-30,000
Arizona-Mexico Commission
1700 W. Washington, #180
Phoenix, Arizona 85007
Web: www.azmc.org

Overview: The Project Coordinator is an entry-level position at the Arizona-Mexico Commission in the Governor's office. The AMC works to improve the economic well-being and quality of life for the residents of Arizona by promoting a strong, cooperative relationship with Mexico. The Project Coordinator will support the Assistant Directors in a variety of tasks including administration, event planning and execution, and management of the Arizona-Sonora Student Exchange Program. The AMC is a team environment and the Project Coordinator will work with the Assistant Directors and Executive Director to ensure the success of binational committee, Board of Director's, and Governor's initiatives. The AMC is a dynamic, fast-paced environment with constantly changing priorities. Ideal candidates must cope with stress well and be able to balance priorities. This position reports to the Executive Director and will receive direction from the Assistant Directors.

Duties and Responsibilities:

- Provide administrative support to Assistant Directors
 - Schedule meetings, track participation
 - Process travel claims
 - Prepare travel folders and briefings
 - Assist in correspondence distribution
 - Maintain organization
 - Prepare and issue Request for Proposals, summary of proposals and make recommendations to Assistant Directors
- Support Binational Committee work
 - Compile reports on committee progress
 - Update fact sheets
 - Maintain and update committee files
- Support Policy Coordination
 - Assist in protocol
 - Drafting press releases, correspondence, and talking points
- Support Membership, Marketing and Communications
 - Assist the Assistant Director for Member Services in the weekly E-bulletins
 - Website content maintenance
 - Maintain stakeholder database
 - Compilation of reports on membership, including quantity and diversity of membership and sponsorship
 - Support content development for marketing and communication efforts
 - Support membership regional event development and execution

- Event Planning and Logistics
 - Assist in the planning and execution of all AMC events, including Plenary Sessions, board meetings, binational committee events, Inter-Plenaries, etc.

- Arizona Sonora Student Exchange Program
 - Communicate with the Sonora Institute regarding applicants to Arizona-Sonora Student Exchange Program
 - Liaison with Arizona universities and community colleges
 - Maintain files and provide reports on program success
 - Respond to student inquiries
 - Maintain the program manual, contact database
 - Develop and maintain a webpage regarding the program

Minimum Qualifications: Demonstrated knowledge of office and administrative practices and principles; fluent in Spanish; experience with Microsoft programs including Outlook, Excel; effective, professional verbal and written communication skills; knowledge of protocol. Able to work in a fast paced, team environment with changing priorities.

Desired Qualifications: Event planning experience; knowledge of border issues; knowledge of AP formatting.

How to Apply: Submit a resume and cover letter to:

Arizona – Mexico Commission
Office of the Governor
Attn: Miranda Starkey
By Mail to:
1700 West Washington Street, Room 180
Phoenix, AZ 85007

Or By Fax to: (602) 542-1411

Or by email to: mstarkey@az.gov

Open Until Filled