
JOB DESCRIPTION

BLUEPRINT PROGRAM OFFICE (BPO) – Special Projects Coordinator

A. General Description:

The BPO Special Projects Coordinator assists the Special Projects Manager in the successful implementation and accomplishment of the City of Orlando's Local Economic Plan (BLUEPRINT Program) for the Community Venues projects. The Special Projects Coordinator will oversee the reporting function for the Community Venues Project, with primary responsibility for the LCPTracker Compliance Software, which monitors and provides compliance information on CV contractor's performance with regards to the payment of prevailing wages and workforce utilization.

B. Qualifications:

- A.A. Degree in Business or a related discipline.
 - Minimum of 4 years of experience in a related position.
 - Proficient in Microsoft Office, including Excel, Access, Word, and PowerPoint.
 - Excellent verbal and written communication skills and ability to effectively use the internet to communicate with constituent groups, consultants, and contractors.
 - Ability to simultaneously handle multiple projects.
 - Ability to present projects in a public forum.
 - Ability to develop and manage project scheduling and budgets from inception to completion
 - Ability to organize and prioritize multiple tasks.
 - Must exercise excellent judgment, be able to work in a team environment, and not require much supervision.
 - Develop, plan, and execute multiple BLUEPRINT events.
 - Ability to produce flyers, invitations, brochures, and other Communication material used to promote BLUEPRINT events.
 - Ability to submit invoices and manage accounts payable.
 - Ability to meet established deadlines.
 - Physical and other requirements: Ability to work under stressful conditions; work evenings, weekends, and/or holidays – *if requested*, stand and/or sit for long periods of time and the ability to use independent judgment.
 - Ability to analyze and interpret various statistical data and prepare detailed reports.
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C. Responsibilities:

- Coordinate community forums as needed to advise the business community of opportunities for M/WBE and local business participation, including the various processes, timetables, etc. and serve as an advocate to foster and develop relationships for each partner/venue project.
 - Coordinate quarterly reports to the Oversight Commission and City as requested.
 - Assist the BLUEPRINT Special Project Manager on development and execution of appropriate dispute resolution process for matter involving the BLUEPRINT including M/WBE participation, hiring program and contracting.
 - Serve as the primary point of contact for M/WBE and local small business, local community-based organizations, interested in information and involvement in the community venues.
 - Assist the BLUEPRINT Special Project Manager with conducting community outreach to develop potential coalitions of agencies and faith-based organizations for involvement in accomplishment of the workforce development goals.
 - Prepare and submit BLUEPRINT project budgets as requested.
 - Coordinate M/WBE reports with BLUEPRINT Consultant partners.
 - Prepare and submit all account payable deliverables utilizing WOKRDAY system.
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- Maintain and order all BLUEPRINT office supplies.
- Serve as Administrative Assistant to BLUEPRINT Special Project Manager.
- Other duties as assigned by BLUEPRINT Special Project Manager and BLUEPRINT Employment Office Manager.