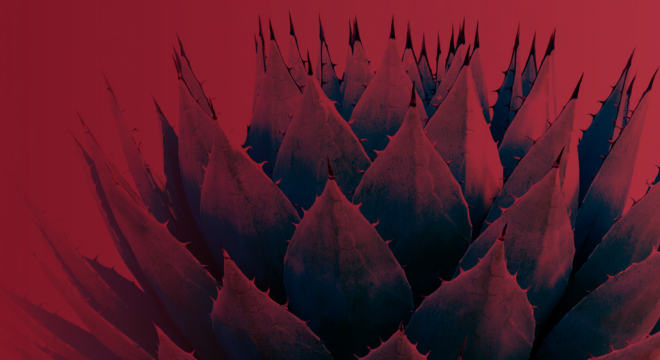


# Special Projects Coordinator

FULL-TIME

ALBUQUERQUE, NM

SALARY: \$47,000 – \$63,000 MID



DEPARTMENT/GROUP  
Administrative

REPORTS TO  
Compliance Director

POSTING END DATE  
Open until filled

Join the award-winning team at **Centro Sávila**, where we're dedicated to advancing social justice and reducing disparities in behavioral health services. We're seeking passionate and qualified individuals to help improve the mental health and well-being of our community. At Centro Sávila, you'll find a flexible work environment, competitive salary and benefits, along with extensive training and professional development opportunities. Be part of a diverse, committed team where you'll experience endless opportunities for personal and career growth. We prioritize a supportive culture of care, compassion, and a healthy work-life balance.

## OVERVIEW

Centro Sávila is seeking a detail-oriented and motivated Special Projects Coordinator to join our team. In this role, you will play a pivotal part in managing grants and overseeing special projects that enhance our service delivery and operational efficiency. The Special Projects Coordinator will ensure grant timelines are adhered to, contract activities and goals are tracked and measured, and reporting requirements are met. This role requires close collaboration with the Compliance Director, Finance, and Development Departments to guarantee the timely delivery of grant requirements and organizational objectives.

## RESPONSIBILITIES

### Grant and Project Management

- Manage a portfolio of grants, ensuring all activities and deliverables meet contractual obligations.
- Develop and maintain project timelines for grants and special initiatives.
- Track and measure contract activities and goals, ensuring timely and accurate reporting of progress and outcomes.
- Collaborate with the Finance and Development Departments to monitor grant expenditures and financial reporting requirements.
- Prepare and submit periodic progress and final reports to funders, as contractually required.

### Evaluation and Reporting

- Design and implement evaluation frameworks to measure the effectiveness of grant-funded programs and projects.

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Submit cover letter and resume to  
[centrosavilajobs@centrosavila.com](mailto:centrosavilajobs@centrosavila.com)

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[centrosavila.org](http://centrosavila.org)  
1317 Isleta Blvd SW  
Albuquerque, NM 87105  
505.312.7296

- Analyze data to assess program outcomes and impact, providing actionable insights for continuous improvement.
- Prepare comprehensive evaluation reports for internal and external stakeholders.

### **Cross-Department Collaboration**

- Work closely with the Compliance Director to define the scope, objectives, and deliverables of projects and grant-funded initiatives.
- Facilitate effective communication among internal teams, including program staff, finance, and development, to ensure alignment on project goals and grant compliance.
- Act as a liaison with external partners and funders to ensure collaborative implementation and compliance with grant requirements.

### **Risk Management and Reporting**

- Identify and mitigate potential project risks, ensuring smooth execution of grant and project activities.
- Monitor project progress, troubleshoot challenges, and implement solutions to keep initiatives on track.
- Maintain accurate records and documentation for all grants and special projects.

### **Training and Staff Support**

- Assist in developing and implementing policies and procedures related to grant compliance and reporting.
- Provide training and support to staff on grant-related activities, including tracking, data collection, and reporting processes.

## **QUALIFICATIONS AND REQUIREMENTS**

### **Education and Experience**

- Bachelor's degree in Public Health, Social Work, Project Management, Economics, Finance, Business Administration, or a related field.
- Proven experience in project and grant management, preferably in a non-profit, healthcare, or behavioral health setting.
- Familiarity with grant compliance and reporting requirements.
- Strong organizational skills with the ability to manage multiple projects and deadlines simultaneously.
- Proficiency in project management software and tools.

### **Preferred Qualifications:**

- Experience in non-profit or healthcare administration.
- Bilingual (Spanish/English) preferred.
- Knowledge of behavioral health services and practices.

### **Skills**

- Excellent communication and interpersonal skills.
- Strong attention to detail, problem-solving, and analytical skills.
- Evaluation and data analysis skills.

- Ability to work collaboratively in a team-oriented environment.
- Demonstrated commitment to continuous learning and professional development.

## **BENEFITS**

This is a benefits eligible position. Centro Sávila provides a comprehensive package of benefits including medical, dental, vision, retirement plan, and life insurance.

- 100% of health, dental, vision, and life insurance plans for full-time employees.
- 34 paid holidays, including a paid week for Spring and Winter breaks, plus accrued paid time off.

*The benefits package will be reviewed annually and may be adjusted to align with the evolving needs of both employees and the organization. Additionally, the number of paid days off for holidays can vary from year to year.*

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**Centro Sávila is an equal opportunity employer** that values and celebrates diversity, committed to fostering an inclusive environment for all employees, team members, and clients from diverse backgrounds. As a progressive organization, we expect applicants to actively contribute to a collaborative, inclusive, and culturally diverse workplace. Our team consists of highly dedicated and motivated individuals working toward transformative change in our communities. We welcome anyone who shares our passion for social justice and inclusivity to join our team and help drive meaningful impact for the diverse populations we serve.

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