

JOB POSTING

Project Coordinator

ABOUT THE COMPANY

GCAP Services, Inc. (GCAP) is a nationally recognized professional consulting firm specializing in compliance, diversity programs, and project support services.

Founded in 1997 and headquartered in Costa Mesa, California, GCAP is a Hispanic-owned small business with a team of thirty employees.



GCAP serves clients across the highway, transit, energy, and public infrastructure industries, helping organizations navigate complex local, state, and federal compliance requirements. Our team provides expertise, guidance, and innovative solutions to support clients in successfully managing regulatory obligations, improving processes, and achieving project goals.

For more information, please visit www.gcapservices.com.

ABOUT THE JOB

GCAP is seeking a full-time, permanent Project Coordinator to join our Diversity Programs Team in either Costa Mesa, CA or Oakland, CA.

The Project Coordinator provides administrative and project support to ensure the successful delivery of client services and program initiatives. Responsibilities include project coordination, scheduling, document management, data entry and analysis, correspondence, meeting coordination, and other administrative functions.

The ideal candidate has 1–3 years of relevant experience and is highly organized, detail-oriented, personable, and eager to learn. We are looking for someone who thrives in a fast-paced environment, enjoys collaborating with team members, and takes pride in delivering exceptional support to both staff and clients. Strong customer service skills,

professionalism, and the ability to manage multiple priorities are essential for success in this role.

At GCAP, we are committed to building a collaborative, inclusive, and supportive workplace. We are looking for someone who embraces and demonstrates our [Core Values](#) in everything they do.

JOB QUALIFICATIONS

- 1–3 years of experience in project coordination, administrative support, office administration, or a related field.
- Associate's or Bachelor's degree in Business Administration, Communications, Project Management, or a related field is preferred but not required. Relevant work experience may be considered in place of education.
- Experience supporting projects, maintaining documentation, coordinating schedules, and managing administrative tasks.
- Ability to effectively work with a variety of organizations, including government agencies, clients, partners, and other stakeholders.
- General understanding of compliance principles and the importance of following policies, procedures, regulations, and project requirements.
- Experience working with Microsoft Office Suite, including Word, Excel, PowerPoint, Outlook, Teams, and SharePoint.
- Ability to work on-site is required. During the first three months of employment (probationary period), employees are required to work on-site Monday through Friday. Upon successful completion of the probationary period, employees may transition to a hybrid schedule of three days in the office and two days remote each week.

JOB DUTIES AND RESPONSIBILITIES

Under the supervision of the Diversity Programs Director and Program Development and Implementation Manager, the Project Coordinator will primarily provide project coordination support for GCAP's work on the California Public Utilities Commission (CPUC) Solar-Utilities Reporting, Guidance, and Education (SURGE) initiative, which supports contractor compliance with AB 2143 requirements. To learn more, please visit the program website at www.cpucsurge.org. As the lead organization for the SURGE initiative, GCAP is responsible for managing various compliance, outreach, and education activities.

Key responsibilities include:

- Reviewing certified payroll records and supporting compliance reviews.
- Evaluating compliance with program requirements and conducting follow-ups with contractors and stakeholders as needed.
- Communicating guidance and providing support to stakeholders working toward compliance.
- Reviewing, updating, and maintaining project processes, procedures, and documentation.
- Monitoring, tracking, and documenting compliance activities and outcomes.
- Preparing detailed reports related to compliance, non-compliance, and project performance.
- Developing outreach materials, communications, and educational resources.
- Updating and maintaining project websites and online resources.
- Coordinating workshops, webinars, and outreach events to provide information and guidance to stakeholders.
- Supporting other project-related activities and assignments as needed.

In addition to SURGE-specific responsibilities, this position will provide general project coordination support across teams, which may include:

- Data entry, collection, and organization.
- Basic data review and analysis.
- Developing reports, presentations, agendas, and meeting materials.
- Scheduling and coordinating meetings with internal teams and external stakeholders.
- Tracking project status, action items, deadlines, and deliverables.
- Maintaining project files, documentation, and records.

SKILLS WE ARE LOOKING FOR

- Fast learner with the ability to quickly understand new processes, systems, and responsibilities.
- Tech-savvy with the ability to learn and adapt to new software and technology platforms (Submittable, Constant Contact, etc.).
- Strong organizational skills with the ability to manage multiple priorities and meet deadlines.
- Excellent attention to detail, with the ability to identify errors, inconsistencies, and formatting issues.

- Strong written and verbal communication skills.
- Critical thinker with strong problem-solving and analytical abilities.
- Ability to work independently while also collaborating effectively with a team.
- Responsible, dependable, and accountable for completing assigned tasks and deliverables.
- Self-motivated with a proactive approach to supporting projects and team needs.
- Professional, personable, and customer-service oriented when working with internal teams and external clients.

SALARY

\$45,000 to \$60,000 per year

BENEFITS

GCAP values our employees because they contribute to the overall success of the organization. We invest in our workforce, treat our employees with respect, and take pride in being an ethical and responsible employer.

Therefore, GCAP offers the following benefits:

- Medical, dental, and vision benefits covering 75% of employees' monthly medical premiums and 50% of employee deductibles.
- A total of 21 paid time off (PTO) days per year for junior employees and the opportunity to earn 31 days per year after key employment milestones are achieved.
- 401k matching and profit sharing.
- Tuition assistance and certification allowance.
- Professional development training.
- Participation in quarterly all-hands meetings, holiday parties, and celebratory events.



INTERESTED?

This position will remain open until it is filled.

Interested candidates, please send the following to Christina Salcedo at csalcedo@gcapservices.com:

- Cover Letter
- Resume
- Responses to Pre-Qualification Questions
- One (1) Professional Reference Contact Information (Email and Phone Number)

PRE-QUALIFICATION QUESTIONS

1. Do you have 1–3 years of experience in project coordination, administrative support, compliance support, or a related field?
 - ☐ Yes ☐ No
 - If yes, please briefly describe your experience.
2. Do you have experience reviewing documents, maintaining records, tracking information, or supporting processes that require accuracy and attention to detail?
 - ☐ Yes ☐ No
 - If yes, please describe.
3. Are you proficient in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook, Teams, and SharePoint) and comfortable learning new software systems?
 - ☐ Yes ☐ No
4. Do you have experience communicating and coordinating with internal teams, clients, government agencies, contractors, or other external stakeholders?
 - ☐ Yes ☐ No
 - If yes, please describe.
5. Are you able to work on-site Monday through Friday during the first three months of employment, followed by a hybrid schedule of three days in the office and two days remote each week after a successful probationary period?
 - ☐ Yes ☐ No