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 is preferred but not required. 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, Compliance Manager, and Program Development and Implementation Manager, the Project Coordinator will provide project coordination and implementation support across multiple GCAP projects serving a variety of clients. The position will primarily support project-specific compliance, reporting, outreach, and administrative activities while contributing to overall project operations and team objectives.

Key responsibilities include:

- Evaluating compliance with program requirements, conducting reviews, and following up with contractors and stakeholders to address outstanding items and support compliance efforts.
- Communicating program requirements, providing guidance, and assisting stakeholders with questions and compliance-related activities.
- Reviewing, developing, updating, and maintaining project processes, procedures, forms, and documentation.
- Monitoring, tracking, organizing, and maintaining project data, compliance activities, deliverables, and outcomes, including reviewing and validating information for accuracy and completeness.
- Preparing reports, presentations, summaries, and other project materials related to compliance, project performance, and program activities.
- Developing and maintaining outreach materials, communications, educational resources, project websites, and other online resources.
- Coordinating workshops, webinars, meetings, and outreach events, including scheduling, preparing agendas and materials, and communicating with internal teams and external stakeholders.
- Monitoring project progress, tracking deadlines, action items, and deliverables, and supporting timely completion of project activities.
- Organizing and maintaining project files, records, databases, and documentation to support effective project administration and reporting.
- Providing general administrative, operational, and coordination support across project teams to facilitate project implementation and achieve organizational and client objectives.
- Performing other project-related duties and assignments as needed.

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 (Microsoft Suite, B2Gnow, 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

$50,000 to $55,000 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 available after 90-day probationary period.
- A total of 22 paid time off (PTO) days per year for new employees.
- 401k matching.
- Tuition assistance and professional development training and/or certification.



INTERESTED?

This position will remain open until it is filled.

Interested candidates, please send the following to Sarah Mee at smee@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 (8:00 AM – 5:00 PM) 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