

# Project Coordinator

April 2018



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TargetPoint Consulting, a leading MicroTargeting firm in our Nation's Capital, seeks an energetic, creative professional to join their team as a Project Coordinator. As a Project Coordinator, your job is to correspond with outside vendors to assist in planning, budget, timeline and success of focus group projects. Project Coordinators may work closely with upper management and their team to make sure that the scope and direction of each project is kept on schedule.

TargetPoint Consulting is a full service public opinion and MicroTargeting market research firm lead by the nation's foremost experts, seasoned political managers, leading statistical experts, and respected analysts. We work to elect conservative candidates to office, and support those currently in office.

The successful candidate will:

- Have a passion for and understanding of conservative politics
- Collaborate with others to successfully meet the goals of our clients
- Express creativity to continually innovate processes and programs
- Have a sharp attention to detail and ability to multitask

## Responsibilities

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- Understanding company and client needs to ensure project details are properly in place
- Working with a variety of vendors to support the project needs from the beginning proposal stages of a project through to the end
- Maintaining a high level of professionalism while working to build and maintain relationships with specific vendors
- Tracking projects from start to finish with an attention to detail
- Communication with external vendors and TPC employees through both written and verbal correspondence

## Qualifications

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- 2 years experience in related field or political campaign experience; ideally with specific experience managing projects and/or clients
  - Bachelor's Degree in Political Science, Statistics, Mathematics, or other related field.
  - Attention to detail coupled with strong ability to manage a variety of projects simultaneously
  - Excellent written and verbal communication skills
  - Understanding and experience working with focus group research a strong advantage
  - Experience in survey research/public opinion polling a plus
  - Experience or proficiency in Adobe Premier considered a plus
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## Salary & Benefits

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- Competitive salary based on candidate qualifications and experience.
- Performance bonuses offered on an annual basis.
- Full benefits package including healthcare coverage, HSA contributions, and 401(k) eligibility.
- Additional benefits including PTO, student loan repayment and college savings programs.

To apply, please send resume and cover letter to [infotpc@targetpointconsulting.com](mailto:infotpc@targetpointconsulting.com) with your name and the listed position in the subject line.

To find out more about TargetPoint Consulting, visit [www.targetpointconsulting.com](http://www.targetpointconsulting.com).

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