

PROJECT COORDINATOR

W.E. UPJOHN INSTITUTE FOR EMPLOYMENT RESEARCH

PULSE

Position Summary

Pulse, a division of the Upjohn Institute, is seeking a talented Project Coordinator to support initiatives associated with the Mission of Pulse. Under the supervision of the Pulse Co-Directors, the Project Coordinator assists in coordinating the design and implementation of activities that engage multiple stakeholders who represent diverse interests, roles, and perspectives within the educational, health, employment, funding, and neighborhood sectors within Battle Creek, Michigan. Stakeholders are engaged in multiple action-learning teams that aim to improve conditions for vulnerable children and families within the city of Battle Creek. This position spends time working both in-person and remotely.

Position Requirements

Professional written, telephone and in person communications a must. Attention to detail and accuracy required. Proficient computer skills and in-depth knowledge of Microsoft Office software required. A high level of cultural competency required. Must be able to work effectively in collaboration with diverse groups of people.

Specialized training in a related field preferred. One to three years of related work experience demonstrating progressive increased responsibility preferred. Experience working with community-based organizations preferred. Familiarity with Battle Creek neighborhoods and local organizations preferred.

About Pulse

Previously known as BC Pulse, Pulse supports systems change in Battle Creek. Pulse uses data and behavior change frameworks to make positive changes that benefit the early childhood ecosystem. Pulse seeks to bring the community together with the foundational belief that when children thrive, the entire community benefits. Pulse's work is made possible by a grant and support from the W.K. Kellogg Foundation.

About the W.E. Upjohn Institute for Employment Research

Since 1932, the [Upjohn Institute](http://www.upjohn.org) has functioned as one of the world's leading independent, non-partisan, and non-profit labor economics research organizations, seeking to research the causes and effects of unemployment and to devise ways and means of alleviating hardships caused by unemployment. The Institute also houses the administrative arm of the local workforce development programs.

The Institute is fully committed to the continued development and support of an environment of inclusion. The Institute has an active diversity, equity, and inclusion committee whose recent recommendations led to enhanced personnel policies and employee benefits and expanded staff training and professional development opportunities.

Starting annual salary for this position is \$40,000 to \$45,000 based on experience. The Institute offers a generous benefit package.

Application Instructions

Submit resume and letter of interest to hr@upjohn.org.