

Smithsonian Institution
Center for Folklife and Cultural Heritage
Project Coordinator
IS-0301-9

110849

INTRODUCTION

This position is in the Center for Folklife and Cultural Heritage (CFCH), Smithsonian Institution (SI). The Center promotes the understanding and sustainability of cultural heritage across the United States and around the world through research, education, and community engagement. The Center works collaboratively with local communities and cooperates closely with scholars, professional organizations, government agencies, and others in the research, maintenance, and presentation of these cultures. The purpose of the position is to provide support for project management, aiding in the planning, implementation, management, and documentation of cultural sustainability projects and initiatives. The incumbent works with staff within CFCH and the wider Institution under the direct supervision of the Cultural Sustainability Fund Manager/Director of Special Projects of the Center.

MAJOR DUTIES

Project Coordination, Evaluation, and Budget Administration Support: 50%

Under the direction of the Fund Manager/Director of Special Projects, incumbent provides support with developing project work plans including but not limited to budgets, spending plans, schedules, milestone charts, goals, and/or objectives. Specifically, the incumbent performs the following functions.

- *Budget development and monitoring:* Develops budgets and spending plans, which includes building and maintaining budget templates, creating and updating monthly budget monitors, calculating budget projections and burn rates, analyzing project activities, estimating staff level of effort, working with contractors to determine appropriate pricing, reviewing contractor proposals to evaluate pricing against proposed activities, and calculating travel costs based on foreign per diem rates. Provides support with budget planning, data entry of financial information into budget management tools developed for cultural sustainability projects, and oversight of project spending. This includes managing records of financial commitments and transactions and monitoring spending in ERP. Serves as fiscal manager for a range of project requests including training, local miscellaneous reimbursements, and/or general office supplies.
- *Project management assistance:* Works closely with project managers and curators, assists with developing, coordinating, and updating project-related briefing materials, including but not limited to concept notes, status reports, and briefing books. Incumbent maintains the CFCH filing system for set project documents.
- *Meeting and travel coordination:* Participates in team meetings for assigned projects. Records key discussion points and decisions for distribution to team members and key staff. Conducts desk research and maintains project files and information regarding potential project opportunities. Supports the project teams, both in Washington, D.C., and in the field in the day-to-day logistical coordination of project activities by organizing meetings and preparing travel authorizations and vouchers for local, national, and international travel. Travels nationally and internationally to support administrative and

technical aspects of assigned projects and critical activities, as necessary. Assists CFCH curators with travel arrangements and vouchers.

- *Internal relationships for project coordination:* Establishes and builds relationships with project partners and support units within SI dealing with issues related to grants, contracting, office management, and finance. Coordinates with multiple project partners and units simultaneously, ensuring that all parties have the information necessary to solve complex problems. Serves as a project liaison with the Office of Sponsored Projects to assure compliance with grant guidelines and that CFCH respects the various clauses and conditions of our external grants. Coordinates with Office of Contracting to prepare Statements of Work for contracts and with our internal admin team as well as with SI's finance office.
- *Project evaluation:* Works with Impact Evaluation Manager to support the development of program evaluation plans and impact evaluation tools, including identifying indicators and measures of impact. Gathers and manages evaluation data, including assistance in analysis and interpretation of data, and reporting on findings and learnings. Assists in development and upkeep of evaluation data management system. Develops and manages partners and participants Excel database.

Research and Technical Support: 25%

- *Research:* Conducts research in support of ethnographic fieldwork using library and/or online resources. Assists in the identification of relevant research materials, reports, and white papers published by government agencies and NGOs, and other academic works in the field of anthropology, linguistics, cultural tourism, crafts, and cultural sustainability. Research may support the development and implementation of projects in West and Central Africa, South and Southeast Asia, North and South America, the Caucasus, and Central Asia.
- *Supporting and leading trainings:* Provides technical support in research-based fieldwork and in leading trainings related to assigned projects in the United States as well as in foreign countries, which involves developing training workshops for non-English speakers. This includes managing contracts in the country where local expectations relating to schedules, performance, and payments may be quite different than in the United States.
- *Supporting capacity building:* Works with SI project team and partners to support general capacity building of national and international cultural heritage organizations.
- *Web content preparation:* Assists with collecting and updating project-related, public-facing materials for publication on project web pages, including but not limited to announcements, teaching materials, participant biographies, and news items.

Procurement: 25%

- *Procurement coordination:* Provides input on product specifications and Statements of Work for contract services by contacting vendors to obtain necessary bids. Verifies the availability of funds, initiates contracts and purchase orders, and ensures that all vendors are enrolled in the System for Acquisition Management (SAM) and PeopleSoft database. Responds to vendor inquiries regarding the status of payments. Accesses PeopleSoft computer database to review payment history information, track payments through the processing cycle, and verify that all payment information is available, etc.

KNOWLEDGE REQUIRED BY THE POSITION: Level 1-6, 950 points

- Knowledge of standard cultural sustainability practices and procedures and basic program development, techniques and procedures, and/or knowledge of national/international cultural tourism sector or small business management.
- Knowledge of project management principles and techniques.
- Knowledge of administrative procedures in an automated office environment sufficient to process forms and support project activities.
- Knowledge of basic budget and grant administration procedures.
- Knowledge of qualitative and/or quantitative evaluation design.
- Speaking and writing ability in Spanish, Portuguese, Chinese, Tibetan, Russian, French, or communicative competency in an Indigenous or minoritized language.
- Ability to communicate orally to diverse individuals and audiences, including but not limited to Indigenous elders, cultural practitioners, academic institutions, and governmental and non-governmental organizations.
- Ability to communicate in writing to diverse audiences, including but not limited to Indigenous elders, cultural practitioners, academic institutions, and governmental and non-governmental organizations.
- Ability to conduct research and produce written reports.

SUPERVISORY CONTROLS: Level 2-4, 450 points

The Director of Special Projects defines overall objectives and priorities and makes assignments by outlining plans, objectives, priorities and deadlines. The incumbent proceeds with independence and initiative, coordinates the work as necessary, and interprets guidelines. Work problems are resolved by the employee in accordance with the accepted procedures and the employee consults with the supervisor for clarification or regarding unusual situations. Work is evaluated for overall efficiency, effectiveness in attaining goals, and timeliness.

GUIDELINES: Level 3-3, 275 points

The incumbent uses CFCH, SI, and federal policy and regulations in managing budget, monies, people, purchases, and accessibility. The incumbent has latitude in deciding the approach to specific issues within the established guidelines. Unusual issues that are not covered by existing guidelines are discussed with the supervisor.

Relevant Smithsonian financial management guidelines include *SD 301: Financial Management Accounting Policies and Procedures Handbook*; *SD 302: Financial Management Payments Handbook*; and *SD 312: Smithsonian Institution Travel Handbook*. The Smithsonian Institution also has guidelines governing the conduct of sponsored projects, including *SD 318: Externally Funded Sponsored Projects*.

COMPLEXITY: Level 4-3, 150 points

The incumbent must often balance diverse tasks within the areas of project management and administration. This balance requires constant assessment of priorities, often among conflicting demands, and careful sequencing and integration of the tasks. The incumbent must deal with cultural traditions and customs that vary greatly and also overcome communication issues and misunderstandings. Information available may be conflicting or incomplete and difficulties may

be encountered due to the nature and variety of operations involved. The work requires coordination across organizational lines. The work is complicated by the need to obtain project and personnel logistics information from foreign countries where sources for information may be unknown and procedures for establishing projects and personnel vary among different countries.

SCOPE AND EFFECT: Level 5-3, 150 points

The purpose of the work is to provide support in any and all aspects of project coordination, planning, development, implementation, and evaluating. The work affects the project's ability to stay within scope, schedule, and budget. The work directly supports the team and CFCH staff with integrating project work with other CFCH priorities without negatively affecting staff or other work. The work ensures effective and timely completion of tasks related to the establishment and maintenance of cultural sustainability projects for CFCH.

PERSONAL CONTACTS AND PURPOSE OF CONTACTS: Level 3A, 80 points

The incumbent has contact with a variety of SI staff, external project partners and scholars, contractors, and vendors in coordinating project activities both nationally and internationally. The purpose of the contacts is to gather and provide information, explain procedures, resolve administrative problems, and coordinate project efforts.

PHYSICAL DEMANDS: Level 8-1, 5 points

The incumbent typically works in an office setting with substantial computer screen use. There may be walking, standing, bending, and/or carrying light items that weigh less than 20 pounds. No special physical demands are required to perform the work.

WORK ENVIRONMENT: Level 9-1, 5 points

The work occurs in a typical office setting with adequate light, heat, and ventilation. At times travel will be required locally, nationally, or internationally depending upon the scope of the project and will demand flexibility.

Total Points: 2,065

Point Range: 1,855 – 2,100

Assigned Grade: IS-09

Referenced:

- Position Classification Flysheet for Miscellaneous Administration and Program Series.
- GS-0301, January 1979.
- Administrative Analysis Grade-Evaluation Guide, August 1990.
- Introduction to the Position Classification Standards, Primary Standard, August 2009.

FLSA Determination

This position is Non-Exempt from the FLSA in accordance with 5 CFR 551.