

Project Coordinator

Metro Strategies Group is seeking an experienced Project Coordinator or Manager to support complex public-sector consulting projects. This role is ideal for a skilled project coordinator or administrator who excels at keeping multi-stakeholder efforts organized, on schedule and aligned with client and contract requirements. The successful candidate will coordinate cross-functional teams and diverse stakeholder groups, manage project communications and meetings, track deliverables and action items to help keep initiatives moving forward. This role requires a high degree of professionalism, organization and judgment, along with experience working across multidisciplinary teams and departments. The position will serve as a central point of coordination, helping translate project objectives into clear, actionable workflows that support consistent progress. Candidates must be able to travel to client locations throughout northeastern Illinois.

Key Responsibilities

Project Management & Delivery Support

- Support project and program leadership in coordinating mid- to large-scale planning and programming initiatives.
- Coordinate and support meetings involving multiple stakeholders and cross-functional teams, including scheduling, agenda development, materials preparation, note-taking and follow-up.
- Track project action items, next steps, deadlines and deliverables; proactively follow up with internal and external teams to ensure progress and accountability.
- Maintain detailed project schedules, task trackers and milestone logs across multiple workstreams.
- Monitor project progress and flag risks, delays or coordination challenges to project leadership.

Stakeholder & Client Coordination

- Communicate professionally and clearly with a wide range of audiences, including technical staff and non-technical stakeholders.
- Serve as a primary coordination point across internal and external teams, agency partners and other project stakeholders.
- Assist project leadership in managing expectations and information flow among stakeholders.
- Assist with preparation of internal and client-facing progress updates, memoranda and presentation materials.

Documentation, Reporting & Quality Control

- Maintain organized, accurate project records, including schedules, correspondence, meeting documentation and status reports.
- Support quality control efforts by reviewing documents for consistency, completeness and accuracy.
- Apply and help refine project coordination best practices, templates and workflows.
- Contribute to continuous improvement of coordination processes across projects and teams.

Qualifications & Competencies

- **3 to 5+ years** of experience in project coordination or project support within professional services, consulting, planning, engineering or public-sector environments

- Demonstrated experience coordinating projects with multiple stakeholders, departments or disciplines.
- Strong organizational and follow-through skills, with the ability to manage competing priorities.
- Proficiency with project management and collaboration tools and strategies.
- Excellent written and verbal communication skills.
- Strong attention to detail and the ability to maintain clear, accurate documentation.
- Ability to work independently while supporting senior leadership.
- Collaborative, client-focused mindset.
- Ability to work in a fast-paced consulting environment with multiple concurrent projects.
- Experience working directly with municipalities, government agencies or public-sector clients is a plus.
- Familiarity with planning or engineering project lifecycles and deliverables, particularly in asset management, capital construction, real estate and/or facilities management is a plus.
- Bachelor's degree in planning, public administration, management, communications or a related field or equivalent professional experience.

Application Instructions

To apply, please submit all of the following: a cover letter, resume, references and supporting materials such as work or writing samples. Please submit application materials to Seema Wadia at swadia@metrostratgroup.com.

Salary

The salary range for this position is **\$70,000 - \$90,000** annually, depending on qualifications and relevant experience. Metro Strategies Group offers competitive benefits, including paid time off (vacation, holidays and personal time), parental leave, a hybrid work schedule, flexible hours, professional growth opportunities, participation in the firm's 401(k) plan and group health insurance. Eligible employees also receive employer contributions toward health and dental insurance and the company-sponsored 401(k) retirement plan.

About Metro Strategies Group, LLC

Metro Strategies Group, LLC is a **WBE- and DBE-certified** small business that works with government, private and non-profit entities in northeastern Illinois to implement thoughtful strategies to advance projects and priorities. Our core values of *leadership, integrity, passion for our work, exceeding expectations, accountability and relationships* guide our work and define our culture are guiding principles for the firm. These values shape how we work as individuals, as a team and as a firm. We are passionate about driving initiatives that make a difference in our communities. With expertise spanning transportation, stormwater management, economic development and environmental issues, Metro Strategies Group brings a multidisciplinary, focused approach to delivering successful outcomes. Metro Strategies Group is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity or national origin.