



Project Coordinator

Location: Remote (U.S.-based)

Classification: Part Time

About Canopy Strategic Partners

Canopy Strategic Partners is the premier consulting firm for nonprofit cultural attractions—zoos, aquariums, botanical gardens, science centers, and museums. We are passionate about realizing our clients' missions to improve the future of our planet. We deliver expert counsel in strategic and financial planning, governance, executive search, and operational transformation. Our team partners with mission-driven institutions to strengthen their impact and sustainability, combining data-driven insight with creative, thoughtful planning. At Canopy, people come first. Our work is important, but not as important as caring for ourselves and those we love.

Position Summary

The **Project Coordinator** is a key member of Canopy's Project Management team. This position is ideal for a detail-oriented and highly organized individual who thrives behind the scenes, enjoys creating structure, and takes pride in keeping projects moving smoothly. This role is essential to ensuring projects are set up efficiently, tracked accurately and supported administratively from kickoff through closeout. The Project Coordinator will work closely with the Project Manager to maintain Asana, assist with project documentation, support meeting coordinator, and provide general administrative support.

You'll excel in this role if you enjoy managing details, keeping systems current and organized. You'll also need to work well independently, take initiative, and find satisfaction in helping others stay focused and efficient. You'll thrive at Canopy if you are authentic, creative, kind, and have a sense of humor. You need to be a collaborator and love good food.

Core Responsibilities

Asana Management

- Create and set up new projects in Asana
- Maintain and update project boards, timelines, and task assignments
- Close out tasks and ensure project workflows remain current
- Enter and update lead and proposal information as needed

Project Support

- Create project folders and organize digital file structures
- Prepare standard project templates and assist with keeping files updated throughout the project (e.g., PMC drafts, Planning Group spreadsheets, etc.)
- Schedule internal and external meetings
- Prepare and distribute meeting & on-site agendas
- Take meeting notes and distribute summaries



Administrative & Operational Support

- Assist the Project Manager with internal calendar management (team huddles, holidays, standing meetings, etc.)
- Support miscellaneous administrative needs, including:
 - Zoom recording organization and management
 - Website updates
 - Annual mailings/cards
 - Retreat planning and coordination
 - Other ad hoc operational tasks as needed

Qualifications

Required

- Strong organizational skills and attention to detail
- Experience with Asana (project management software)
- Excellent written and verbal communication skills
- Ability to manage multiple tasks and shifting priorities
- Use, manage, and maximize technology tools such as Outlook, Slack, Zoom, Calendly etc; readily learn and adapt to the use of new platforms
- Ability to work independently while collaborating closely with a small team

Hours, Compensation & Benefits

- Work Hours: 20 hours per week with potential to work up to 29 hours per week
- Flexibility in determining how best to meet the weekly time requirement. However, it is expected you'll be available for company and client requests as they demand.
- Ability to earn up to ten (10) days annually for PTO
- Accommodation for paid holiday time based on hours worked
- Company Contribution to 401K program
- Monthly stipend to offset home office expense
- Hourly rate of \$20-\$23/hour

To Apply

Please submit your resume and cover letter to Lauren David at Ldavid@canopysp.com. Applications will be reviewed on a rolling basis