



ecoLong is seeking a Project Coordinator

We are currently seeking a highly organized and self-driven Project Coordinator to join our team supporting our continued mission to build interconnected and resilient communities.

Position Overview:

As a Project Coordinator, you will play a vital role in assisting project managers, technical staff, and teams in the planning, execution, and monitoring of projects. You will be responsible for maintaining project schedules, facilitating communication among team members, and ensuring that projects are completed on time and within budget. Your attention to detail, organizational skills, and ability to collaborate effectively will contribute to the successful delivery of projects. *This position will be on-site in our Albany, New York location.*

Key Responsibilities:

- In this position, you will work with and support business, operations, and administrative functions within ecoLong by ensuring efficient and effective workflows are in place to ensure mission success
- Assisting in daily coordination of project(s) including preparing and maintaining project plans, budgets, and staffing requirements, and tracking progress. You will enhance the coordination and operational efficiency for scientific projects
- Tracking, controlling, and monitoring of operational, project, and administrative outputs using data analytics, metrics, measures, and mechanisms
- Preparing purchase requisitions (PRs) and tracking procurements and service contracts throughout lifecycle
- Building relationships with and communicating to internal (and potentially external) stakeholders
- Solving routine problems by analyzing possible solutions using experience, judgment, and precedents

Ideal candidates will possess the following:

- Bachelor's Degree in Business, Project Management with experience in a related/similar technical/scientific organization or equivalent industry experience
- Preferred: 2+ years of related/similar experience
- Ability to commute to Albany, New York
- Proficiency in Microsoft Office suite
- Highly organized and able to multitask
- Strong attention to detail and problem-solving skills
- Excellent communication skills, both verbal and written

About ecoLong:

ecoLong is an energy technology startup that is committed to building resilient communities by leveraging interconnected and smart devices. By partnering with leading research institutions, smart technology partners, communities, and our customers, we strive to build best in class



enterprise-grade technology solutions to actively monitor, optimally control, and intelligently manage energy assets and create grid-interactive and efficient communities at scale. For more information, please visit our website eco-long.com

To apply for this opportunity, please send your resume to careers@ecolongllc.com with “Project Coordinator” in the subject line.

Additional information about this position:

This position offers the opportunity to work in a dynamic and fast-paced environment, collaborating with cross-functional teams to drive the successful completion of projects. The Project Coordinator role serves as a foundational steppingstone for individuals aspiring to grow within the project management field. Training and professional development opportunities may be provided to enhance skills and advance within the organization.

ecoLong, a woman-owned business (WBE), is committed to a diverse and inclusive work environment dedicated to building interconnected and resilient communities. In support of this commitment, we encourage all to apply for employment.

Salary and Benefits

Commensurate with experience annual base salary ranging from \$42,000 to \$50,000. Benefits include health insurance, 401(k) with employer match, paid time off, and health and wellness benefits.