**Job Title:** Project Coordinator, Education & Technology  
**Reports To:** Director of Education and Tech Engagement Director  
**Location:** Remote  
**Position Type:** Full-Time  
**Travel Required:** 5-10% Travel Required  

**APPLICATION**

All interested candidates should send resume and salary requirements to:
- Eric O’Brien at Eric.OBrien@merchantadvisorygroup.org and Kacie Paine at Kacie.Paine@merchantadvisorygroup.org

**Job Description**

**JOB SUMMARY:**
The Merchant Advisory Group seeks a Project Coordinator who will be responsible for organizing and administering MAG committee meetings and related projects/action items specific to Education efforts as well as Innovation, Advisory Board & Operations Committee meetings and related projects/action items specific to our MAG Technology Forum. In addition, the Project Coordinator will provide overall project and administrative support for the Education and Technology staff.

**ROLE AND RESPONSIBILITIES**
- Organize and schedule 3-5 committee meetings per week
- Coordinate schedules of external members and sponsors for Tech Forum discussions
- Manage meeting & communication distribution lists for Education & Technology efforts
- Document meeting minutes including decisions made and distribute to attendees in a timely manner
- Follow up on important action items and decisions from meetings
- Prepare necessary presentation materials for meetings
- Track project milestones/deliverables and communicate with stakeholders on follow up required to ensure deadlines are met efficiently and effectively
- Provide administrative support such as maintaining committee lists, updating spreadsheets, sending reminder communication emails, etc.
- Coordinate member Special Interest Group meetings, conference calls, action items, and related communications

**POSITION REQUIREMENTS**
- 5+ years’ experience in similar coordinator or administrative role
- Associate’s or Bachelor’s Degree preferred
- Exceptional verbal and written communication skills
- Previous experience coordinating projects and tracking deliverables
- Ability to work effectively both independently and as part of a team
- Intermediate to advanced competency in Microsoft Office applications, including Word, Excel, PowerPoint and Outlook
- Familiarity with collaboration tools such as Monday.com, Dropbox, SurveyMonkey, and Microsoft Teams
- Ability to adhere to tight deadlines and work under pressure in a fast-paced environment
- Attention to details and follow through is required
- Self-starter and strong prioritization skills
- Familiarity with Learning Management Systems and e-Learning a plus
- Occasional travel is required for MAG conferences and other meetings

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**About the MAG**
The Merchant Advisory Group (MAG) was founded in 2008 by a small visionary group of merchants in the payments field dedicated to driving positive change in payments through multi-stakeholder collaboration. The MAG represents 150 of the largest U.S. merchants which account for over $4.4 Trillion in annual sales at over 450,000 locations across the U.S. and online. Roughly $3.9 Trillion of those sales and over 113 Billion card payments are electronic which represents approximately 59%* of total U.S. card volume. MAG members employ over 4 million associates.

*Source of Total U.S. card volumes: Federal Reserve Payments Study 2016

The Merchant Advisory Group is an Equal Opportunity Employer. All qualified applicants will receive consideration without regard to race, color, religion, gender, sexual orientation, gender identity, national origin or ancestry, age, disability or veteran status or other protected status.