

Part-Time Project Coordinator

(Independent Contractor)

Location: Coeur d'Alene, Idaho | **Compensation:** Up to \$30/hour (DOE) | **Schedule:** Up to 20 hours/week

Term: Temporary, 12-month, grant funded contract (with no guarantee of renewal)

Position Overview

Innovia Foundation is working with community partners on a collaborative effort to strengthen civic engagement, shared identity, and community connection across Kootenai County. We are seeking a highly organized, community-minded Project Coordinator to provide part-time support for this work on a temporary, independent contractor basis.

This position is not a regular employment role with Innovia Foundation. Services will be performed under an executed Service Agreement, and the selected individual will not be considered an employee of Innovia.

What You'll Do

The Project Coordinator will work closely with Innovia staff and community partners to support a range of coalition and community building activities, including, but not limited to:

- Coordinating community engagement efforts such as listening sessions, gatherings, and youth involvement activities
- Meeting coordination, communication, and tracking shared work across initiative partners
- In collaboration with initiative partners, establish and support a Community Advisory Group and a Youth Advisory Council
- Providing support to the Weaver Awards program, including outreach, application tracking, and event coordination
- Building relationships with community members, partners, and local “weavers”
- Supporting inclusive outreach that reflects diverse perspectives across the community
- Coordinating logistics for initiative events and community convenings
- Assisting with communications and storytelling to highlight community impact through a variety of communication channels, including social media
- Tracking participation, maintaining organized records, and supporting reporting and evaluation efforts

This role requires a consistent presence in the Coeur d'Alene community, including evening or weekend meetings and attendance at community events as needed.

What We're Looking For

Qualified candidates will bring:

- 3 - 5 years of experience in community engagement, project coordination, or a related field (or equivalent experience)
- Strong organizational and project management skills
- Excellent communication and relationship-building abilities
- Ability to manage multiple priorities and work both independently and collaboratively
- Proficiency in Microsoft Office and comfort with online tools and databases
- Attention to detail, sound judgment, and professionalism

Preferred Qualities

- Passion for community-building, civic engagement, or social trust
- Experience working with grassroots or community-led initiatives
- Cultural humility and comfort engaging across diverse perspectives
- Experience supporting or facilitating small group conversations
- Interest in growing skills in community engagement and civic work

Additional Details

This position will be primarily based on Innovia's Coeur d'Alene office located inside the Coeur d'Alene Chamber of Commerce building, with travel throughout Kootenai County and occasional travel to Spokane, Washington. Contractor is responsible for their own transportation and related expenses unless otherwise specified in the Service Agreement.

Other Disclosures

- Continued work is contingent upon the availability of grant funding and programming needs
- Independent contractors are not eligible for Innovia Foundation employee benefits, including but not limited to health insurance, retirement plans, paid time off, holiday pay or unemployment insurance
- Independent contractors are responsible for all applicable federal, state and local taxes, including self-employment taxes
- Innovia Foundation will issue payment based on submitted invoices and will provide an annual Form 1099
- No employer-employee relationship is created by accepting and signing the Service Agreement

How to Apply

Interested individuals should submit a resume and cover letter to Britt Towery, Director of Regional Engagement – North Idaho, at btowery@innovia.org.

