# Special Projects Coordinator

CDP, Inc. is searching for an experienced Special Projects Coordinator. The Special Projects Coordinator oversees complex, cross-team projects, requiring strong leadership, technical expertise, and project management skills. This position reports directly to the Vice President or Strategic Engagement and will play a pivotal role in driving successful project outcomes. This position will not be solely dedicated to one team or product, but will be utilized on short to mid-term projects as needed. This role also collaborates with the VP of Technology on internal initiatives and partners with the VP of Product Development to implement tools and best practices that enhance departmental performance and profitability.

**Responsibilities:**

* Define project goals, timelines, and resource needs.
* Lead cross-functional teams for seamless execution.
* Monitor progress, manage risks, and adjust plans.
* Act as the primary stakeholder contact with regular updates.
* Resolve challenges proactively to ensure success.
* Ensure high-quality deliverables through testing and validation.
* Maintain project documentation and post-project reports.

## Other Responsibilities:

* Lead efforts to implement and optimize internal tools that enhance operational efficiency.
* Monitor tool effectiveness and recommend improvements.
* Assist in managing resourcing needs across product teams.
* Provide business analysis and quality assurance support as needed.

**Minimum Qualifications:**

* PMP certification (active or in progress).
* Bachelor’s degree in business administration, project management, computer science, or related field, or equivalent experience.
* Strong communication skills with the ability to lead meetings and engage clients and stakeholders.
* Familiarity with the Women, Infants & Children (WIC) program.
* 5+ years of experience bridging business and technical teams.
* Proven leadership in managing and motivating cross-functional teams.

**Desired Skills**

* Experience with Software Development Lifecycle (SDLC) and Agile methodologies.

CDP, Inc. offers a competitive salary, a comprehensive benefits package, and opportunities for growth and advancement within the company. We encourage you to apply today via our [website](http://www.cdpehs.com/careers). This position is a remote position and available immediately. This position is also a full time exempt salary position.

**About Our Culture**

At our core, we value our relationships, both internally and externally. This means we respect everyone’s contributions. Our staff and customers have a seat at the table. We listen, we comment, and we decide our way forward based on what is best for all. Because we are a private company, we do not have public shareholders to report to. We do not have quarterly or annual financial targets to meet. Our relationships are paramount because they determine our long-term success. ***When everyone feels empowered, everyone succeeds.***

It is the policy of Custom Data Processing, Inc. to assure that applicants are considered and that employees are treated fairly during their employment, without regard to race, color, religion, age, physical or mental disability, sex, marital status, ancestry, national origin, veteran’s status, citizenship, pregnancy, sexual orientation, other protected activities, or any other characteristic protected by federal, state, or local law. Such action shall include, but not be limited to the following: employment, promotion, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; wages or other forms of compensation; selection for training, including apprenticeship, pre-apprenticeship, and/or on the job training; and ensuring and maintaining a work environment free of harassment, intimidation, and coercion at all sites and in all facilities at which employees are assigned to work.