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# Example of Lead Coordinator Job Description

Our company is growing rapidly and is looking to fill the role of lead coordinator. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for lead coordinator

* Provides guidance to subordinate professionals in carrying out project objectives
* May participate in preparing grant proposals to federal agencies and private foundations
* Ensure that clients are receiving services on an ongoing basis
* Assist with location off potential attendants, including phone contacts, community recruitment and requests for placement of ads
* Track outstanding timesheets list
* Ensure that verification of information on 04 printout is completed daily
* Ensure that coordinators complete necessary correspondence
* Assist with filing as necessary
* Process attendant hire packets and timesheets for payment and assists with payroll problems
* Audit charts for accuracy related to Service Control Standards

## Qualifications for lead coordinator

* Must be able to work independently part of a team in a fast-paced environment
* Excellent communication skills and the ability to interact professionally with all levels of staff, collaborators, and human-subjects participants
* Prior experience developing and implementing recruitment strategies and/or community outreach
* Prior experience performing COVID-19 Contact Tracing and/or COVID-19 Case Investigation or similar training
* Experience developing recruitment materials (flyers, posters, social media posts)
* Experience using REDCap and Qualtrics for managing participant data