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# Example of Project Coordinator Intern Job Description

Our innovative and growing company is looking for a project coordinator intern. 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 project coordinator intern

* High levels of client satisfaction
* Accurate and timely completion of assigned tasks
* Track and report project milestone status, expected completion date, and associated revenue
* Schedule and attend project team meetings, capture meeting minutes and document action items/next steps/owners
* Follow up with action item owners on their assignments
* Assist program manager with the creation of project roadmaps, track issues and mitigation plans
* Work with product owners to coordinate priorities across cross-functional capability teams
* Assist with documentation and creation of standard processes as needed
* Create and manage project budget, including maintaining resource forecasts and actuals
* Generate and maintain Cost and Resource plans for projects

## Qualifications for project coordinator intern

* Minimum rising junior in standing
* Knowledge of project planning methodologies such as critical path planning
* Knowledge of computers and database/spreadsheet/ word processing software
* Proven success in self-driven initiatives
* Ability to take charge and own assigned tasks
* Ability to properly manage time to meet tight deadlines