



**GUAM WOMEN'S**  
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**Executive Director**

Rene Logie

**JOB ANNOUNCEMENT**

**Job Title:** Project Coordinator  
Guam Women's Chamber of Commerce

**Job Type:** Part-Time/Temporary (6 months – 1 year)

**Reports to:** Executive Director and Board of Directors

**GWCC Vision**

Guam will be an island community whose economy is driven and influenced by the equal participation of women in business.

**GWCC Mission**

- To empower and advance women leadership
- To facilitate networking opportunities and partnerships
- To provide mentorship for business start-ups
- To enhance professional development and growth
- To influence legislative policies on issues facing women in business and the workplace
- To advocate for competitive wages and benefits for women
- To increase awareness of the importance of women on the island's economic, social and cultural platform

**Position Overview**

The Guam Women's Chamber of Commerce (GWCC) was incorporated in 2013 as a 501(c)(6) nonprofit business association with over 200 members. As a Project Coordinator you will have the opportunity to apply your business knowledge, share your talents, and gain relevant experience to enhance your career.

The Project Coordinator will work closely with the Executive Director and the Board of Directors to manage the execution of the Elevate Entrepreneurship Program and the Level-Up Program of the Guam Women's Chamber of Commerce, as awarded by the Guam Economic Development Authority through the Qualifying Certificate Community Contribution Grant Program.

The ideal candidate must possess a strong desire to make an impact, grow the success of our organization to support women in business, and execute tasks effortlessly. The Project Coordinator is expected to be a self-driven professional with the ability to manage his or her time and resources to carry-out our mission of the Grant Program. He/she will be accountable for the success of the program and will contribute to enhancing the operations of the organization through the program.



### **Responsibilities:**

- Plan and manage Program timeline, monitor progress and coordinate with involved parties to meet program deadlines
- Manage Program Budget, to include documenting all expenses and liabilities, if any, and processing bills, invoices and payments from/to program vendors
  - Assist with QuickBooks data entry for program expenses and liabilities.
- Maintain computer and manual filing systems for all Program documents, ensuring accurate and specific documentation of all program details
- Participate in Program planning meetings and propose improvements if necessary
- Identify and analyze program requirements throughout the duration of the Program
- Evaluate potential problems and technical hitches and develop solutions
- Maintain Program supplies and equipment inventory, to include coordination of office equipment repairs and scheduling services, if needed.
- Coordinate program schedules and meetings
- Direct Program correspondences by preparing and reviewing program proposals, memos, meeting minutes and emails
- Produce and distribute program documents, to include memos, letters, faxes, forms, and media releases to participants, Board of Directors and other involved parties
- Development of Program presentations and updates to the Board, to include a final summary presentation of program effectiveness and results
- Manage and Maintain Program Participant contact list
- Manage operations of the Women's Business Center ("WBC"), including preparation of the venue for classroom workshops, seminars, presentations, etc. as needed for Program events
  - To include greeting and assisting visitors to the Women's Business Center and providing general support for GWCC at the WBC
- Complete ad hoc administrative duties (such as typing, copying, binding, and scanning) as it pertains to the Grant Program administrative tasks
- Assist in the development of Program marketing and deliverables.
- Updating GWCC website and Private FaceBook Group, as needed

### **Qualifications**

- Related experience working as a Project Coordinator or similar experience with significant financial and strategic responsibility
- Ability to work independently
- Excellent time management skills and ability to multitask and prioritize work
- Strong organizational and planning skills
- Highly motivated, organized, reliable and detail-oriented
- Excellent written and verbal communication skills
- Ability to be effective and contribute to a fast-paced work environment
- Attention to detail and problem-solving skills



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- Proficient knowledge of computer systems including MS Office
- Outstanding public speaking, presentation skills, and time management skills.
- High school diploma or equivalent; college degree preferred

***Please submit a letter of interest and resume/CV to [connect@guamwomenschamber.com](mailto:connect@guamwomenschamber.com).***