



PROJECT COORDINATOR

Company: .eloise. design co.

Location: Downtown Opelika, Alabama

Employment Type: Full-Time

Reports To: Eloise (Owner) & Addy (Business Manager)

About .eloise. design co.

.eloise. design co. is a branding firm specializing in branding, design, and consulting services for small and medium-sized businesses. Our work is project-based, making organization, scheduling, and efficiency essential to our success. We are a collaborative team of women who value creativity, professionalism, and a servant-minded approach to business.

Position Overview

The Project Coordinator is responsible for managing client projects from start to finish, ensuring tasks stay on schedule and are completed efficiently. This role requires exceptional organizational skills, problem-solving abilities, and strong communication to coordinate with clients and team members effectively.

Responsibilities

- **Project Management:** Oversee all client projects, ensuring deadlines are met and deliverables align with client expectations.
- **Scheduling & Coordination:** Maintain and update project timelines, schedules, and task assignments.

- **File Organization:** Manage project files, ensuring documents are structured and accessible.
- **Communication:** Draft and send professional and courteous emails to clients and team members.
- **Software & Tools:** Utilize Asana (project management software) to track progress, assign tasks, and communicate updates.
- **Problem Solving:** Identify and address potential project delays or challenges proactively.
- **Team Collaboration:** Work closely with the owner, business manager, and design team to ensure smooth project execution.
- **Process Improvement:** Recommend and implement better systems for project tracking and organization.
- **Event Space / Rental Coordination:** Manage aspects of event space and rental logistics, including booking, vendor communication, and on-site coordination to ensure successful events.
- **Assisting Team Members:** Provide support to the owner, business manager, and design team by handling administrative tasks, preparing meeting materials, and helping with other duties as needed to support overall business operations.

Required Skills & Qualifications

- Associate or Bachelor's degree in Business, Communications, Management, Marketing, or a related field.
- 1-2 years of experience in project coordination, project management, or a related field.
- Strong proficiency in project management software (e.g., Trello, Asana, ClickUp, Monday.com).
- Excellent file organization and document management skills.
- Ability to prioritize tasks and manage multiple projects simultaneously.
- Strong written and verbal communication skills, with professional and kind email etiquette.
- Critical thinking and problem-solving skills to navigate project challenges independently.
- Servant-minded approach and a desire to work collaboratively with a team of women.

Preferred Qualifications

- Experience in a creative agency, branding firm, or similar project-based environment.
- Familiarity with branding, marketing, or design processes.

Reputation and Personal Brand:

Brand and reputation are important to us!

We expect this team member to have these qualities and reputation:

- Known for serving others and having patience with others
- Known for taking initiative and going above and beyond
- Known for being self-motivated and self-disciplined
- Known for professionalism in speech and writing
- Known for taking responsibility for tasks, faults, and victories
- Known for wanting to learn and read to improve self and others
- Known for confident humility
- Known for being punctual and reliable

Job Environment & Position Specifics:

We are a small female team based in downtown Opelika, AL. You will work from the office. This is not a remote position as the Project Coordinator needs to work from our office with the team and our clients. We do work remotely when weather and specific situations require it. Eloise encourages each team member to grow as a professional and thus is open to flexible hours as long as the work is done on time and well. The key to working in the team is a servant mindset, self-responsibility, and time management. This position is full-time and paid with a salary. Health benefits and retirement are not included at this time (subject to change).

How to Apply:

Eloise Company LLC. is a branding consulting company that focuses on the details (both visually and through words). This means we are very intentional about how we communicate and we appreciate those who put forth effort in all that they do. Please see our LinkedIn page, social media profiles, and website to fully learn about what we do and preach. If you feel your strengths, skills, and passions align with what we do, we would LOVE for you to apply!

- 1-page resume (PDF only)
- Coordinating cover letter page (PDF only) – please share about your design experience specifically with brands and businesses.
- Coordinating reference page with 2-3 references (PDF only)

What to expect from the interview process:

1. Apply by emailing Eloise Stewart at eloise@eloisedesignco.com
2. We will review each application and contact applicants who are qualified for a 15-minute phone call with Eloise.
3. If the initial phone call is successful, the applicant will be asked to come to the office for an in-person interview with Eloise and Addy.
4. If both the applicant and Eloise want to move forward, a shadowing day with Eloise will be scheduled so the applicant can interact with the team in-person.
5. If the shadowing experience is successful for both sides, a job offer will follow.