



Job Posting Special Projects Coordinator

One Community Bank is seeking a **Special Projects Coordinator** to join our team. Interested candidates should submit their resume or application to Talent at careers@onecommunity.bank.

A modern, progressive and forward-leaning bank focused on serving our clients, supporting our colleagues and investing in our communities. The one bank that's different from other banks. We began as a single location serving the Oregon, Wisconsin, community back in 1976. Since then, **One Community Bank** has grown to serve 10 locations in Oregon, Adams, Grand Marsh, McFarland, Middleton, Oxford, Stoughton, Sun Prairie, and Waunakee. Come grow with One Community Bank! **We have been voted Best Place to Work four years in a row!**

Summary:

The Special Projects Coordinator will be responsible for coordinating and managing special projects that will benefit our colleagues and clients. This role will work directly with our project management team, key business lines, stakeholders, and all levels of the organization.

Essential Duties and Responsibilities of Special Projects Coordinator include the following:

- Coordinate special projects across the organization. This may include leading projects, and/or running day to day project activities.
- Interact with the Chief Risk Officer and Project Management Officer to understand unique deliverables and drive innovation and success.
- Develop plans to carry out various projects and assigned tasks.
- Develop project milestones to track project progress.
- Closely monitor projects for scope creep, budget overruns, or risk of extended timelines.
- Ability to multitask across random projects and the ability to stay organized in a highly diverse environment.
- Ability to clearly communicate to all levels in the organization across all platforms.
- Periodically report on the status of various projects.
- Ability to multitask and manage variable deadlines.

Desired Qualifications / Skills / Abilities of Special Projects Coordinator:

- Bachelor's Degree in Project Management, Management, or equivalent work experience
- Knowledge of banking and project management is preferred
- Strong problem-solving skills
- Strong self-motivation and internal drive

- Strong attention to detail
- Strong written and verbal communication skills

Benefits Include:

- 401(k), 401(k) matching
- Health Insurance (Choose from 5 plans)
- Dental insurance
- Flexible spending account
- Life insurance and Universal Life Insurance
- Long-term and Short-term Disability Insurance
- Paid time off
- Vision insurance
- Pet Insurance
- Wellness Program