

**Job Title**

Project Coordinator – Capital Projects

Organization

South Central Regional Transit District (SCRTD)

Location

Sunland Park / Doña Ana County / Southern New Mexico region (or as applicable)

Supervisor

Reports to: Project Manager

Indirectly reports to: Executive Director, David Armijo

Position Summary**Salary Range**

\$45,000 – \$60,000 annually (Depending on Experience)

Position Summary

The Project Coordinator supports the timely and effective execution of SCRTD's capital and facilities projects, including bus procurements, charging stations, solar/microgrid systems, and operations/maintenance facility buildout. The role assists the Project Manager with schedules, documentation, procurement support, contract tracking, grant reporting, and coordination with internal and external stakeholders.

Key Responsibilities

- Assist the Project Manager in planning, scheduling, and tracking key project milestones and deliverables. (ridership, service improvements, cost/benefit, schedule changes)
- Maintain project documentation, including scopes, budgets, schedules, contracts, submittals, and meeting minutes.
- Support procurement and contract administration and ensure compliance with federal and state requirements.
- Prepare monthly/quarterly project status reports for SCRTD leadership and board.
- Coordinate project communication between SCRTD staff, consultants, vendors, and partner agencies.
- Organize and maintain electronic and physical filing systems.
- Monitor project budgets, expenditures, and assist with budget adjustment requests.
- Assist with grant administration tasks and prepare required reporting.
- Support transition of completed projects to operations/maintenance staff.
- Conduct onsite visits to evaluate contractor progress and document findings.
- Reviewing vendor performance to ensure deliverables meet regulatory requirements



- Understanding and applying grant regulations and compliance practices
- Supporting overall SCRTD program operations (not just capital projects)

Qualifications

Education: Bachelor's degree in business administration, Engineering Technology, Construction Management, Public Administration, or related field preferred.

Experience: 2–4 years of experience supporting capital projects, construction, transit, or public-sector procurement.

Knowledge / Skills / Abilities

- Strong organizational skills and attention to detail.
- Proficiency in Microsoft Office applications and project scheduling tools.
- Effective communication skills across multiple stakeholder groups.
- Knowledge of public procurement practices and contract administration.
- Ability to analyze financial reports and track variances.
- Comfort working on-site in construction or project field settings.

Physical & Work Environment

Position requires a mix of office-based work and site visits. Some standing, walking, and exposure to outdoor conditions are needed. Occasional evening or weekend work may occur.

Benefits: Health insurance, Retirement plans, paid time off

SCRTD is an equal-opportunity employer and encourages applications from all qualified individuals.