

# Project Coordinator Intern-Fort Collins, Colorado

## Job Description

### Overview

#### Project Coordinator - Intern

Interstates is currently in search of a Project Coordinator Intern for the summer of 2022 at our Fort Collins, CO location that is currently working on their degree in Construction Management/Engineering. Your role will be to provide direct support to the Project Manager or the department under the direction of the Project Manager. Working under direct supervision, the Project Coordinator Intern aids in the phase(s) of project management defined in the essential duties section.

To apply, please go to our job posting: <https://careers.interstates.com/jobs/2038?lang=en-us>

Contact information with questions- Louise Ozmina, Sr. HR Generalist,  
[louise.ozmina@interstates.com](mailto:louise.ozmina@interstates.com)

**Pay Scale: 15-18 an hour.**

#### Interstates Describes Its Culture as: Family-Like

- Caring co-workers treat each other like family
- Be treated like an individual, not just a number
- Flexible schedules allow you to focus on your personal life as well as work life
- Lunch gatherings and social activities promotes fun and camaraderie
- Support charities and your community through events sponsored and hosted by Interstates

#### Interstates Core Values:

- Integrity
- Trust

- Quality
- Dependability
- Family

### **Our Why:**

- Providing opportunities for our people
- Making a difference with our clients
- Pursuing a better way

### **Responsibilities**

- Assist the Project Manager and jobsite leadership in managerial and leadership functions on the project
- Run project control systems for the benefit of the project team
- CPM schedule creation and updating/communicating
- Last Planner/White Board crew scheduling
- RFI's, submittals, meeting minutes, and other site communication
- Act as a project analyst; assess project controls information and assist jobsite leadership in problem solving and alternate methods to achieve project success
- Provide estimating take-offs and other support for analysis and change orders
- Attend client meetings onsite and collaborate with trade contractors
- Prepare information for, and participate in, monthly project reviews
- Assist in procurement and expediting of materials and subcontracts
- Promote the Interstates safety culture daily

**Education:** Pursuing a bachelor's degree in electrical or construction management.

**Travel:** Travel will be required and will vary according to jobsite needs and assigned duties.

Interstates is an Equal Opportunity/AA Employer and provides a drug-free work environment.