

**Job Title:** Project Coordinator

**Project:** LiveAbility Lab – Effective Access Technology Initiative

**Position Type:** Independent Contractor (1099)

**Compensation:** \$12,000 stipend, paid in installments tied to deliverables

**Duration:** Approximately 10 months (Start July 2025; End: April 2026)

**Reports To:** Christine Coletti, Al Sigl Community of Agencies, Chief of Staff  
and Brenda Geglia, Al Sigl Foundation, Vice President

**Position Summary:**

Al Sigl Community of Agencies is seeking a contract Project Coordinator to lead a unique, time-limited initiative focused on advancing assistive technology solutions through the LiveAbility Lab. The Effective Access Technology project is designed to move innovative ideas closer to real world use by guiding prototypes through structured evaluation, community engagement, and market exploration.

The Project Coordinator will be responsible for planning and executing key components of the project including volunteer coordination, workshop facilitation, open house events, and feasibility research. Work hours are flexible; payment is based on the timely and successful completion of defined deliverables.

**Key Responsibilities:**

**Volunteer Team Coordination**

- Recruit and manage a multidisciplinary team of volunteers, including professionals from engineering, business, and marketing, as well as local college students.
- Leverage Al Sigl's existing network to support outreach and recruitment.

**Prototype Evaluation Framework**

- Develop and refine a standardized rubric to assess prototype readiness.
- Incorporate input from stakeholders and expert feedback to strengthen evaluation criteria.

**Workshop Planning and Facilitation**

- Plan and lead two prototype evaluation workshops (tentatively October 2025 and March 2026).
- Guide volunteers in using the evaluation rubric to assess innovation readiness.

**Community Engagement Events**

- Plan and host two open house events (tentatively November 2025 and April 2026).
- Design engaging sessions for students, families, and the public to observe and participate in the innovation lifecycle from problem identification to prototype development and production readiness.

**Market Research & Feasibility Analysis**

- Conduct market research on top-rated prototypes to explore manufacturing potential.
- Analyze comparable products, patent landscapes, production costs, and pricing models.

**Project & Timeline Management**

- Track deliverables and milestones according to the project timeline.
- Provide regular updates and maintain documentation throughout the project lifecycle.

**Qualifications:**

- Bachelor's degree in project management, business, engineering, or a related field.
- Demonstrated experience coordinating multi-disciplinary projects.
- Strong organizational, interpersonal, and communication skills.
- Familiarity with product development, assistive technologies, or marketing is a plus.
- Ability to work independently and collaboratively with professionals, students, and community members.

**Compensation:** This is a contract position with a total stipend of \$12,000 payable in installments based on the successful completion of key deliverables. No benefits or hourly tracking; timeline and tasks are deliverable-driven.

**How to Apply:** Interested candidates should contact **Christine Coletti** at [ccoletti@alsigl.org](mailto:ccoletti@alsigl.org) or send a resume to:

**Al Sigl Community of Agencies**  
1000 Elmwood Avenue  
Rochester, NY 14620