

# Project Coordinator Starter Guide

By Boss Lady Rae

## Welcome!

If you're already organizing birthday parties, managing school drop-offs, juggling schedules, and keeping things on track — guess what? You're already doing project coordination. This guide will walk you through what that means, how much you can earn, and how to get started — no degree required.

## 1. What Is a Project Coordinator?

A Project Coordinator supports project managers and teams by managing schedules, resources, communication, and logistics. They're the glue that keeps everything running smoothly.

## 2. Skills You Already Have

- Time Management
- Multitasking
- Communication
- Organization
- Problem-Solving
- Budget Awareness
- Event or Task Planning
- Follow-Up and Follow-Through

## 3. How Much Can You Earn?

Project Coordinators in the U.S. typically earn between \$65,000–\$85,000 annually, with potential for remote or hybrid roles and upward mobility into Project Manager roles (which start around \$90K+).

## 4. Where to Start

- Update your resume to reflect transferable skills
- Search titles like: Project Coordinator, Junior PM, Program Assistant
- Consider free training on platforms like Coursera, Google, or YouTube
- Network with others in project roles on LinkedIn
- DM Boss Lady Rae for resume help or personal coaching

## 5. Upgrade Path: From Coordinator to Project Manager

Once you've mastered the Project Coordinator role, consider getting certified (CAPM, PMP) and leveling up to a full Project Manager role with six-figure potential.

You're not starting over — you're starting smart.

Ready to pivot? DM me 'Project' and let's walk it out together.