



Project Coordinator – Onboarding & Training (Remote – CO-based)

FieldFlō | Full-Time | Remote (Based in Colorado)

Industry: Construction Technology

Specialization: Client Onboarding, Training Management, Insurance & Construction Stakeholders

About FieldFlō

FieldFlō is the management platform purpose-built for specialty subcontractors in construction. From digitizing jobsite workflows to strengthening safety and compliance, our software helps subcontractors streamline operations and reduce risk. We're growing fast and expanding into new channels—including serving insurers and their insured clients with tech-driven training and onboarding solutions.

The Opportunity

We are seeking a proactive, detail-oriented **Project Coordinator** to lead onboarding and training initiatives specifically tailored to partner providers in the construction industry. This role is critical in driving a seamless, high-touch experience for new accounts, ensuring both technical implementation and stakeholder education are handled with precision, clarity, and care.

You'll work cross-functionally with Customer Success, Product, Sales, and Compliance teams, and act as the connective tissue between FieldFlō, partner organizations, and their subcontractor partners.

What You'll Do

Client Onboarding & Implementation

- Manage end-to-end onboarding workflows for subcontractors.
- Serve as the primary point of contact during the first 90 days of implementation.
- Coordinate internal teams to configure accounts, user permissions, forms, and reporting needs.
- Ensure timelines, deliverables, and expectations are communicated and met consistently.



Training Program Design & Delivery

- Design and manage onboarding and safety training programs tailored to the needs of insured construction contractors.
- Leverage FieldFlō's existing training resources and develop new ones as needed.
- Schedule and facilitate virtual onboarding sessions, train-the-trainer workshops, and live product demos.

Stakeholder Engagement & Communication

- Translate technical features into value-based language for non-technical users.
- Build trust with both partners and jobsite field leaders by understanding their unique needs and constraints.
- Develop clear documentation, implementation guides, and FAQs for clients.

Cross-Functional Collaboration

- Gather user feedback to drive continuous product and process improvement.
- Partner with our Sales and Customer Success teams to refine the onboarding journey and promote user adoption.
- Track and report key onboarding KPIs to leadership, including user activation rates and training completion.

You're a Great Fit If You Have

- 3+ years of project management experience in SaaS, insurance, safety, construction, or workforce tech.
- Experience managing client onboarding and/or training programs at scale.
- Excellent communication skills across diverse audiences.
- Working knowledge of construction workflows, safety compliance, or insurance underwriting preferred.



- Comfort working in fast-paced, evolving startup environments.
- Based in Colorado (required), but comfortable working remotely with occasional in-person meetings or client visits.

What We Offer

- Salary between \$55-\$70K; based on experience
- Option to enroll in Health, dental, and vision benefits
- Remote-first culture with flexible working hours
- Opportunity to shape onboarding and training strategy at a fast-growing construction tech company
- A mission-driven team that values fun, dependability, innovation, growth and kindness

Apply Now

Ready to build smarter, safer job sites through better technology and training? Apply by sending your resume and a short note about why you're excited about this role to recruiting@fieldflo.com.