

PROJECT COORDINATOR

Are you a detail oriented, organized, problem solver? Would your friends and family describe you as a team player who enjoys working in a dynamic environment?

Do you want to be part of a bold organization that truly changes lives? Then YOU GOT THIS!

The Project Coordinator will support Project Managers with preparation of project documentation and reporting. Working closely with internal and external stakeholders and subject matter experts (SME) the Project Coordinator will develop, prioritize and execute project plans.

Key Responsibilities

- Assists with the development of project processes, templates and documentation
- Supports in the preparation of proposals and project plan implementation
- Updates and maintains project plans, schedules, budgets, and project deliverables
- Tracks and analyzes project performance, expenditures, and identify risks or issues
- Communicates with internal and external stakeholders to identify and define project requirements, scope, and objectives
- Establish and maintain working relationships with project stakeholders
- Support the project management of acquisition and coordination of equipment, locations, SME's and technology
- Maintains impeccable project records, files and documentation as required by funders and WBF
- Supports in reporting on project metrics to internal and external stakeholders
- Contributes to the development and delivery of tasks related to deliverables as required by Project Manager
- Responds to requests for assistance, resources, information about the projects as required
- Supports with research on specific deliverables of projects
- Assists in the development of a comprehensive work plan

Education & Experience

- 3+ years' experience working in a dynamic, fast-paced environment, preferably administering or coordinating projects
- University degree/college diploma in Administration or Management
- Experience with both urban and rural Indigenous communities would be considered an asset
- Awareness of cultural, economic and social barriers affecting Indigenous women's learning and employment opportunities
- Experience leading small teams and or external consultants or contractors preferred.
- Exposure to social purpose or NFP organizations.

Interested applicants can e-mail their cover letter and resume to careers@womenbuildingfutures.com.

Please note only short listed candidates will be contacted. **This position is a one year contract.**

Applications open until November 29, 2019.