

***PROJECT COORDINATOR JOB DESCRIPTION***

*Use this document as a basis for your job description. Personalize, add, or delete text according to your organization’s needs. Source: HR Intervals*

**PROJECT COORDINATOR**

The Project Coordinator oversees the planning, implementation, and tracking of the [*insert project name*] project. The Project Coordinator reports to the [Programs Manager].

**PRIMARY DUTIES AND RESPONSIBILITIES**

The Project Coordinator performs a wide range of duties including the following:

**Plan the project**

* Define the scope of the project in collaboration with senior management.
* Create a detailed work plan which identifies and sequences the activities needed to complete the project successfully.
* Determine the resources (time, money, equipment) required to complete the project.
* Develop a schedule for project completion that effectively allocates the resources to the activities.
* Review the project schedule with senior management and all other staff that will be affected by the project activities; revise the schedule as required.
* Determine the objectives and measures upon which the project will be evaluated at its completion.

**Staff the project**

* In consultation with the appropriate manager, recruit, interview and select volunteers and/or staff with appropriate skills for the project activities.
* Manage volunteers and/or according to the established policies and practices of the organization.
* Ensure that all project volunteers and/or staff receive an appropriate orientation to the organization and the project.
* Work with qualified consultants as appropriate.

**Implement the project**

* Execute the project according to the project plan.
* Develop forms and records to document project activities.
* Set up files to ensure that all project information is appropriately documented and secured.
* Monitor the progress of the project and make adjustments as necessary to ensure the successful completion of the project.
* Establish a communication schedule to update stakeholders, including appropriate staff in the organization, on the progress of the project.
* Review the quality of the work completed with the project team regularly to ensure that it meets the project standards.

**Control the project**

* Write reports on the project for management and funders.
* Monitor all budgeted project expenditures.
* Monitor cash flow projections and report actual cash flow and variance to senior management regularly (monthly/bimonthly).
* Manage all project funds according to established accounting policies and procedures.
* Ensure that all financial records for the project are up to date.
* Prepare supporting documentation for funders as outlined in funding agreements.

**Evaluate the project**

* Ensure that the project deliverables are on time, within budget and at the required level of quality.
* Evaluate the outcomes of the project as established during the planning phase.

**QUALIFICATIONS**

**Education:**

University or CEGEP degree in a related field, or equivalent experience.

**Knowledge, skills, and abilities:**

* Knowledge of project coordination.
* Proficiency in the use of computers for documents, basic finances, databases, spreadsheets, E-mail, graphic design, internet research, and social media outreach.

**Behavioural competencies:**

The Project Coordinator should demonstrate competence in some or all the following:

* *Ethical behaviour:* Understand ethical behaviour and business practices and ensure that your own behaviour and the behaviour of others is consistent with these standards and aligns with the organization's values.
* *Effective communication*: Speak, listen, and write in a clear, thorough, and timely manner using appropriate and effective communication tools and techniques.
* *Creativity and/or innovation*: Develop new and unique ways to improve the organization’s operations and create new opportunities.
* *Teamwork development:* Work cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance organizational effectiveness.
* *Leadership*: Positively influence others to achieve results that are in the best interest of the organization.
* *Decision-making*: Assess situations to determine the importance, urgency, and risks, and make clear decisions that are timely and in the best interests of the organization.
* *Organization:* Set priorities, develop a work schedule, monitor progress towards goals, and track details, data, information, and activities.
* *Planning:* Determine strategies to move the organization forward, set goals, create, and implement actions plans, and evaluate the process and results.
* *Problem-solving*: Assess problem situations to identify causes, gather and process relevant information, generate possible solutions, make recommendations, and resolve the problem.

**Experience:**

One to two years experience in a related field.

**Hours of work:**

This is a full-time, temporary position staring on [September 1, 2024] and ending on [March 31, 2025]. Normal working hours are Monday to Friday from 8:00 to 4:00, however the Project Coordinator may be required to work occasional evenings and weekends as required.

**Compensation:**

Consult your salary scales. Compensation for the position should be stated clearly including the position’s wage or salary, whether as a range or band, and any other direct compensation that the position is eligible for such as bonus pay, or overtime pay.

Benefits such as vacation, health insurance, pension, flexible work, and other key employment policies can also be included in the job description, whether through attachments, links to relevant policies or detailed in full.

**Equity clause**

We provide equal employment opportunity for all applicants and employees and do not discriminate on the basis of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, gender expression, age, record of offences, marital status, family status, disability, or any other characteristic protected by local law.

We particularly encourage applications from Black people, Indigenous people, and people of colour, people with disabilities, members of the LGBTQ2+ community and those with varied areas of expertise and lived experiences.