

JOB POSTING

PROJECTS COORDINATOR– 1 YEAR CONTRACT with option to renew

Project Coordinator Responsibilities:

- Coordinating project schedules, resources, equipment and information
- Liaising with clients to identify and define project requirements, scope and objectives
- Ensuring that clients' needs are met as the project evolves

Job brief

The Ontario Native Education Counselling Association is looking for a responsible Projects Coordinator to administer and organize all types of Indigenous Education projects, from simple activities to more complex plans.

Project Coordinator responsibilities include working closely with our Executive Director to prepare comprehensive action plans, including resources, timeframes and budgets for projects. You will perform various coordinating tasks, like schedule and risk management, along with administrative duties, like maintaining project documentation and handling financial queries. To succeed in this role, you should have excellent time management and communication skills, as you'll collaborate with clients and internal teams to deliver results on deadlines.

Ultimately, the Project Coordinator's duties are to ensure that all projects are completed on time, within budget and meet high quality standards.

Responsibilities

- Coordinate project management activities, resources, equipment and information
- Support the development and delivery of the Native Counsellor Training Program
- Break projects into doable actions and set timeframes
- Liaise with clients to identify and define requirements, scope and objectives
- Make sure that partners needs are met as projects evolve
- Help prepare budgets
- Analyze risks and opportunities
- Oversee project procurement management
- Monitor project progress and handle any issues that arise
- Act as the point of contact and communicate project status to all participants
- Work with the Executive Director to eliminate blockers
- Use tools to monitor working hours, plans and expenditures
- Prepare all appropriate legal paperwork (e.g. contracts and terms of agreement)
- Create and maintain comprehensive project documentation, plans and reports
- Ensure standards and requirements are met through conducting quality assurance tests
- Prepare written reports to funders
- Provide regular reports to the Executive Director and the Board of Directors
- Foster and build relationships with Indigenous communities
- Promote and distribute ONECA information and resources
- Explore opportunities to advance counselling and create new opportunities
- Research and write proposals

Requirements

- Proven work experience as a Project Coordinator or similar role
- Solid understanding of Indigenous Education and Counselling
- Proven track record working with Indigenous communities
- Experience in project management, from conception to delivery
- An ability to prepare and interpret flowcharts, schedules and step-by-step action plans
- Solid organizational skills, including multitasking and time-management
- Strong client-facing and teamwork skills

Start Date: August 6, 2018

Application Deadline: July 24, 2018 4 p.m. EST

To apply send your resume to:

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