

# Project Coordinator

**Employer:** Algoma Workforce Investment Corporation

**Posted:** 11 months ago

**ES Job ID:** 14382

**Sector(s):** Other, Customer Service

**Closing Date:** June 19, 2023

**Location:** Sault Ste. Marie

**Duration:** Full Time

## Job Description:

JOB TITLE: Project Coordinator

TYPE: Full Time (35 hours/week)

SALARY RANGE: \$39,500.00 - \$50,700 (depending on experience)

WEBSITE: <http://www.awic.ca>

CLOSING DATE: Please submit your resume and cover letter to [info@awic.ca](mailto:info@awic.ca) by 4:00 pm, Monday, June 19, 2023.

Are you passionate about workforce development and making a positive impact in your community? Algoma Workforce Investment Corporation (AWIC) is seeking a highly motivated and dedicated individual to join our team as a Project Coordinator. This is an exciting opportunity to contribute to the growth and development of the Algoma region by supporting various local workforce initiatives and community projects.

As the Project Coordinator, you will collaborate closely with the Executive Director to achieve AWIC's organizational goals and deliverables. Your primary responsibilities will include assisting in the planning and execution of labour market-related projects and research, as well as providing operational and administrative support.

## Responsibilities:

- Conduct thorough research and analysis on local, provincial, and national employment trends and labour market indicators to identify opportunities and challenges specific to the District of Algoma and its communities.
- Collaborate and coordinate with staff and board of directors, and community organizations to develop and implement regional initiatives focused on workforce development and data sharing.
- Assist in the planning and execution of marketing and communication initiatives to effectively promote AWIC's projects, services, and data.
- Monitor project progress, communicate updates, track milestones, and ensure timely completion of deliverables.
- Organize and provide assistance in various meetings, workshops, and events, fostering active engagement and participation among a diverse range of stakeholders.
- Respond promptly and effectively to general inquiries from both internal and external stakeholders.
- Create, review, and refine documents, reports, and various materials, ensuring their accuracy, clarity, and quality through effective design, proofreading, and editing.
- Coordinate and attend Board meetings and subcommittee meetings, accurately transcribing minutes as required.

## Required Skills:

- Degree or Diploma/Certificate in Economics, Business, Human Resources, Project Management, or a combination of education and relevant experience.
- Strong analytical mindset with the ability to gather and interpret data to inform research, project planning, and

decision-making.

- Proven experience in project coordination, preferably in the field of workforce or community development or related areas.
- Strong organizational skills with the ability to manage multiple projects simultaneously and meet deadlines.
- Ability to think strategically, set priorities, and plan effectively to achieve goals.
- Excellent people skills, fostering respectful, nurturing, and empowering relationships to build a cohesive team.
- Excellent communication skills, both written and verbal, with the ability to engage and collaborate with diverse stakeholders.
- Proficient in computer applications, including MS Office and website editors.
- Ability to work independently as well as in a collaborative environment.
- Ability to maintain confidentiality and manage privileged information appropriately.
- Flexibility to work a schedule that may include attending evening meetings and/or weekend events.
- Valid driver's license and access to a vehicle for occasional travel within the Algoma region.

**How to Apply:**

If you are passionate about workforce development, have a strong understanding of employment trends, and possess excellent project coordination skills, we invite you to submit your resume and a cover letter outlining your qualifications and interest in the position to [info@awic.ca](mailto:info@awic.ca).

Please indicate "Project Coordinator Application - Algoma Workforce Investment Corporation" in the subject line.

Interested candidates should submit their resumes and cover letter by Monday, June 19, 2023, by 4 p.m. to: [info@awic.ca](mailto:info@awic.ca)

AWIC is an equal-opportunity employer. We will accommodate your needs under the Ontario Human Rights Code and fairly hire the best candidates based on merit. We thank all candidates in advance for their application; however, only those invited for an interview will be contacted.