

**Modified Role Posting:
Project Coordinator**



Posted: August 14, 2020

Closing: August 26, 2020

L'Arche Canada supports the network of L'Arche communities across Canada to share life and welcome the gifts of persons with intellectual disabilities and works with diverse partners to create a more just and inclusive society. Leadership in L'Arche is rooted in commitment to our Identity & Mission and the core values named in the L'Arche Leadership model. We demonstrate these values while engaged in the responsibilities associated with our roles.

Position: Project Coordinator

Location: Home-based office

Duration: Contract until March 31, 2023

Hours: 20 per week

Start date: September 1, 2020

Salary: \$24.90/hr plus benefits

Responsible to: Director of Strategic Development and Innovation

L'Arche Canada is seeking a Project Coordinator to work with the Director of Strategic Development and Innovation and the Outreach and Partnership Coordinator to coordinate planning and oversight of major projects and the team work plan.

Major Duties and Responsibilities:

- Develop and manage a detailed project calendar, work plan, and budget.
- Monitor progress and ensure deadlines are met, adjusting the plan and timelines as necessary.
- Organize, participate in, lead, and document team and stakeholder meetings as required.
- Develop presentation materials and stakeholder communications as required.
- Contribute to ongoing learning and development of the strategy.
- Ensure evaluation of the project at different phases and upon completion

Qualifications:

- Post-secondary degree or certificate
- Clear police check including vulnerable sector screening
- Knowledge and experience in project and/or program management
- Strong familiarity with project management software tools, methodologies, and best practices
- Fluent in English with strong verbal and written communication skills. Ability to communicate in French is an asset.
- Ability to be flexible, manage multiple responsibilities, and work on tight deadlines
- Ability to collaborate in a team with good communication and conflict resolution skills
- Good administrative skills, organized, able to set priorities, and follow-through on commitments
- Ability to problem-solve, assist in reaching solutions and obtaining necessary resources
- Competency in Microsoft Office

How to Apply: Please submit your resume, including a minimum of two references, along with a cover letter outlining your desire for and fit with this role by August 26, 2020. All submissions to be sent to johnguido@larche.ca