

## Role Posting: Project Coordinator



**Posted:** August 5, 2020

**Closing:** August 21, 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 Servant Leadership model. We demonstrate these values while engaged in the responsibilities associated with our

**Position:** Project Coordinator

**Location:** Home-based office

**Duration:** Contract until March 31, 2023

**Hours:** Approximately 30 per week (maximum 4000 hours)

**Start date:** August 26, 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 spoken and written English with strong verbal and written communication skills
- 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 21, 2020. All submissions to be sent to [johnguido@larche.ca](mailto:johnguido@larche.ca)