

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 roles.

This position is temporary and part time, 4000 hours through March 31, 2023 (approximately 30 hours per week) at a rate of \$24.90 per hour.

### **Position Summary:**

The Project Coordinator works with the Director of Strategic Development & Innovation and the Outreach & Partnership Coordinator to manage key partnership projects to achieve expected outcomes of the L'Arche Canada Strategic Plan on time and on budget. The Project Coordinator also maintains and monitors the overall workplan of the SD&I team. This work is done within the framework of L'Arche vision and values.

### **Major Duties and Responsibilities:**

- Develop and manage a detailed project calendars, work plans, and budgets.
- 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, Skills Needed and Position Requirements:**

- Post-secondary degree or certificate
- Clear police check including vulnerable sector screening
- Knowledge and/or training in Project Management, and office 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, is organized and 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

**Working Conditions and Physical Environment:**

- Will need to work from a home office space.
- Will need to participate in online meetings, both group and individual.
- From time-to time, will need to work with others in person (dependent upon COVID-19 restrictions).

Signature:

Date:

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*Signature indicates this document has been read and understood as a summary of the roles and responsibilities*