

JOB DESCRIPTION – PROJECT COORDINATOR



Job Title	Project Coordinator		
Location	Dryden, ON		
Reports to	Executive Director		
Salary Range	As per Employment Contract	Travel Required	Yes
Weekend/Evening Work Required	Yes		

Job Purpose

The primary purpose of the Project Coordinator is to work in concert with community organizations and local business and education partners to promote workforce development opportunities for residents within the Kenora and Rainy River Districts.

General Responsibilities

- Communicating with community partners regarding meetings, reports and other project business.
- Providing written and verbal information in support of projects.
- Prepare correspondence, reports, marketing materials, etc.
- Attend community activities in support of Board mandate.
- Participate on NTAB partnership committees as appropriate.
- Organize activities and events in support of local workforce development.
- Attend event planning meetings.
- Administrative office procedures as related to NTAB projects.
- Respond to inquiries about NTAB projects and refer interested individuals to appropriate contacts within the region.
- Share information about effective recruitment strategies, locally developed recruitment materials and examples of successful partnerships with the ministries and other communities.
- Computer applications in spreadsheet, word processing and desktop publishing.
- Outreach and linkages duties.
- Work with Executive Director to monitor progress and budget of projects.
- Other duties as assigned by the Executive Director.

Working Conditions

- Staff of the Northwest Training and Adjustment Board will adhere to the Board’s Human Resources Policies.
- Office environment using personal computer, photocopier, fax, printer and other technology normally found in a business establishment.

Specific Accountabilities / Tasks

- Develop communication and marketing strategies and materials.
- Manage labour market information and materials including material reviews, highlights of data and referencing system.
- May manage website and social networking tools for the organization.
- Assist with routine administrative and financial management as assigned.

Skills

- Experience with project management and event planning.
- Excellent written and oral communication skills.
- Excellent proficiency with Microsoft Office Suite software, specifically Word, PowerPoint, Excel and Publisher.
- Team player, adaptable, flexible.
- Demonstrated diplomacy and ability to maintain confidentiality.
- Ability to interact and effectively communicate with industry and community-based organizations on matters relating to workforce development.
- Self-directed.
- University or College Diploma in related field.