#### Trent University LogoOPSEU JOB DESCRIPTION

**Job Title:** Project Coordinator

**Job Number:** A-452 | VIP: 1880

**Band:** OPSEU- 8

**Department:** First Peoples House of Learning

**Supervisor Title:** Director, First Peoples House of Learning

**Last Reviewed:**  September 13, 2022

#### **Job Purpose:**

Under the direction of the Director, First Peoples House of Learning, the Project Coordinator is responsible for supporting the development and implementation of training initiative projects for the First Peoples House of Learning. Project management responsibilities include the planning of large scale complex multi facet projects requiring sophisticated culturally appropriate coordination to ensure completion of projects on time within budget and within scope. This position oversees all aspects of the WAGE training initiative from the planning to implementation, including but not limited to setting deadlines, communications, employing a culturally specific methodology, assigning responsibilities, monitoring progress, and preparing reports for senior management.

#### Key Activities:

##### *Project & Delivery Management:*

* Develops full-scale project plans and associated communications documents.
* Develops best practices and tools for project execution and management.
* Identifies and oversees project dependencies and critical paths. Plans and schedules project timelines and milestones using appropriate tools. Tracks project milestones and deliverables.
* Leads and directs project development from beginning through to implementation and evaluation. Defines project scope, goals and deliverables that support business goals, in collaboration with management and stakeholders.
* Develops project and delivery standards for project implementation.
* Recognizes problems as they arise and works to solve conflicts as needed.
* Determines the frequency and content of status reports from the project team, analyzes results, and troubleshoots problem areas.
* Defines project success criteria and disseminates them to involved parties throughout project life cycle.
* Plans and conducts regular project team meetings. Ensures goals and objectives are on track and being met. Discusses and addresses issues, problems and or concerns.
* Develops and delivers progress reports, proposals, requirements documentation, and presentations.

##### *Project Team & Relationship Management:*

* Manages relations with internal (First Peoples House of Learning Staff) and external stakeholders (vendors) and regularly provides updates to clients to ensure that project objectives align.
* Ensures culturally specific methods are enacted and supported
* Builds, develops, and grows working relationships vital to the success of the project. Creates a strong team environment for project implementation.
* Effectively communicates project expectations to team members and stakeholders in a timely and clear fashion.
* Communicates expectations with project stakeholders and provides regular updates regarding project status.
* Sets and continually calibrates project expectations with team members and other stakeholders. Establishes work schedules based on assigned tasks as documented in the project schedule for project team members based on the project timelines. · Applies project management best practices to solve problems and achieve productive and progressive work interactions among project team members. Liaises with project stakeholders on an ongoing basis.
* Leads lessons learned sessions following projects and implements changes to process based on outcomes

##### *Documentation, Training & Communications Coordinator:*

* Facilitates knowledge transfer to stakeholders, users, peers and project team through training, guidance, information, documentation and sharing best practices and lessons learned.
* Leads the development and execution of a marketing and communications strategy for the implementation of each project including coordinating the creation of marketing materials and the planning, designing, and executing social media strategy.

##### *Financial & Human Resources Management:*

* Estimates the resources and participants needed to achieve project goals.
* Where required, makes recommendations to unit managers for the acquisition of required personnel from within their ranks.
* Ensures that appropriate resource levels are maintained throughout the project life cycle.

#### Education Required:

* Honours University Degree (4 years) in a related discipline (Graduate Education preferred).
* Project Management Professional (PMP) certification preferred or equivalent cultural experience working as project lead on large-scale educational projects.

#### Experience/Qualifications Required:

* Minimum five (5) years of current and related experience with a broad working knowledge of Indigenous collaborative methodologies and Gender inequities that provide a framework for non-western knowledge production.
* Proven ability to oversee the development and implementation of large-scale cultural educational projects.
* Knowledge and experience in project management that centers in Indigenous methodologies and an ability to create space for differing methodologies to be exercised.
* Advanced computer skills in MS Project, Word, Excel, and PM software application tools.
* Solid understanding of and experience with project budgets, and financial matters pertaining to project planning and implementation.
* Excellent oral and written communication and interpersonal skills are required; must be able to communicate with non-technical users on technical applications and with technical users on business processes.
* Excellent organizational skills and the ability to successfully engage in multiple projects simultaneously.
* Experience working alongside and with Indigenous Elders and Knowledge Holders as it pertains to deliverables and a willingness to ascribe and learn of differing cultural protocols of engagement.
* Provide training, guidance, and direction, assigning and monitoring work for accuracy and completion and providing input into staffing decisions and performance evaluations.