



University
of Victoria

Job title	Project Coordinator
Position type	1.0 FTE; 35 hours per week
Annual Salary Range	\$45,000 – \$60,000
Start date	As soon as possible
Reports to	Executive Director, CanAssist
Closing date	April 19, 2016

What is CanAssist?

CanAssist is an organization at the University of Victoria that is dedicated to developing and delivering innovative technologies, programs and services that improve the quality of life of those with disabilities. For more information on CanAssist, please visit www.canassist.ca

Position description

The Project Coordinator is responsible for developing, in conjunction with the project sponsor, a definition of the projects to be undertaken, in addition to plans, key milestones and timelines associated with implementing and completing the project. The coordinator ensures that the project is effectively resourced and manages relationships with a wide range of stakeholders including those directly contributing to the project itself. The Project Coordinator is also responsible for managing the work of consultants, and allocating and utilizing resources in an effective and efficient manner. Team leadership and effective team participation are also important to the effectiveness of the Project Coordinator position.

Responsibilities include:

- Coordinating and leading a project team.
- Identifying and communicating with project partners, project participants and any consultants.
- Developing and coordinating project plans and controls
 - Monitoring and maintaining the plan.
 - Managing the implementation of the project.
 - Identifying and managing project issues, and escalating where necessary.
 - Managing project scope and change control and escalating where necessary.

- Ensuring there are clear communication paths within the project team and project partners.
- Monitoring project progress and performance.
- Managing project evaluation and dissemination activities.
- Working closely with key stakeholders and end users to ensure the project meets business needs.
- Providing regular status reports and periodic updates as needed.

Qualifications and Experience

- Three years' work experience, project coordination experience preferred.
- Undergraduate degree preferred.
- Effective communication, both oral and written.
- Comfortable working with people across organizations from senior to entry-level positions.
- Ability to work as part of a team and as a team lead.
- Proactive, problem solver.
- Action and outcomes oriented.

Please submit a cover letter and résumé to Vicky Irvine, Executive Coordinator, by **Tuesday, April 19, 2016 at 4:00 p.m.** Applications may be submitted in person (CanAssist, CARSA, University of Victoria), by fax (250-721-7299) or via email attachments (vcirvine@uvic.ca).