

Prince George and District Elizabeth Fry Society
Project Coordinator
Job Description

Temporary Full time Term Position from September 2024 to March 31, 2026 - Project Coordinator

Job Summary:

This exciting term position will work with a Project Manager to plan, implement, and oversee the day-to-day activities of a multi-faceted project aimed at supporting the overarching philosophical framework of the Elizabeth Fry Society. Working with the Project Manager duties will include developing desired outcomes from a work plan through program development, policies and procedure formulation, program evaluation and budget preparation, and group presentation. Tasks within the work plan include: develop fundraising strategy, on boarding and off boarding manual, facilitate with Program Manager staff feedback sessions, update agency branding material, develop recruitment tools such as video and print material. The program coordinator will assist with research on current trends and best practice examples within the non profit sector.

Job Title: Project Coordinator

Classification: Program Coordinator 1

Wage Grid: 12, JJEP Wage Grid

Key Duties and Responsibilities

Plans, implements, and oversees the day-to-day activities of a program. Participates in program development, policies and procedure formulation, program evaluation and budget preparation. These project tasks will be conducted with the supervision and support of Project Manager.

1. Plans and implements deliverables from project work plan that has been developed with support of the funder.
2. Creates and maintains project schedules, including task timelines, this will be done by working with program manager.
3. Facilitate communication among team members, stakeholders, and management ensuring information is exchanged with all key stakeholders. Methods utilized will include email, in person and zoom meetings, meeting minutes, phone conversations.
4. Works with program manager regarding program development, policy and procedure updates and program evaluation.
5. Liaises with community service providers and other professionals to coordinate work plan deliverables appropriate to the project. This will be conducted through email, phone calls.
6. Works with program manager to monitor program expenditures and maintains financial records in accordance to established procedures. Provides input to the manager in the preparation of the program budget.
7. Maintains related records and statistics and will assist in producing an end of project report utilizing template provided by funder.
8. Performs other related duties as required.

Education and Knowledge

Diploma in a related human / social service related field.

Training and Experience

Two (2) years recent related experience.

Or an equivalent combination of education, training and experience.