

Project Management Coordinator

ORGANIZATION DESCRIPTION

We are a non-profit organization with over 1,000 members and a 25-year history of providing programs and services that are affordable and accessible to a wide cross section of community members. Our mission is to enrich and empower the diverse communities of Northern Hills through advocacy, providing programs and services, supporting opportunities for engagement and therefore enhancing quality of life.

DESCRIPTION

The Project Management Coordinator is a new volunteer position offered by the Northern Hills Community Association (NHCA). Governed by the Mission Statement and working within the policies and procedures of the Association, the Project Management Coordinator works with the Shed Project Committee on monitoring, organizing, and coordinating the Shed Project.

- Unpaid Volunteer Position
- Start Date: Flexible
- Hybrid-remote work
- Time Commitment: Average of 3-5 Hours per week (flexible as project needs are identified)
- Length Commitment: Minimum 6 months

RESPONSIBILITIES

In collaboration with the Shed Project Committee:

- Set deadlines, delegate tasks, define scope, and monitor progress of the Shed Project
- Lead committee meetings, maintaining comprehensive project documentation
- Prepare status reports and project summaries for review
- Meet budgetary objectives and make adjustments in accordance with financial analysis
- Organize and digitize files
- Perform other related duties as assigned

REQUIREMENTS

- Educational background, volunteer or professional experience in project management is an asset
- Excellent verbal and written communication skills
- Currently enrolled students are encouraged
- Collaborative and team-working mindset and skillset
- Excellent time management skills and ability to multi-task and prioritize work
- Attention to detail and problem-solving skills
- Strong organizational and planning skills
- Proficiency in MS Office 365 is considered an asset

BENEFITS OF VOLUNTEERING

- Receive an NHCA Membership after 20 hours of volunteering (local business discounts, program discounts and more!)
- Join a community platform to pursue your passion and make a difference in your community
- Gain volunteer hours and a deeper connection with the Northern Hills community
- The opportunity to network with a talented leadership team and Board
- Continue to develop interpersonal skills or apply your skills to help your community

APPLICATION

Submit your application with your resume, cover letter and qualifications to Volunteer@nhca.ca
We're an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran, degree completion, or disability status.