

Job Title: Project Coordinator

Classification: Band 3 (field hours)

Range: \$1969.89 - \$2726.26 semi-monthly

Term: Term to March 31, 2024, full-time position

Location: Saskatoon

Tourism Saskatchewan is seeking an organized and self-motivated individual to fill the position of Project Coordinator. This position is responsible for administration and project coordination duties for the Workforce Development department, with primary focus on programs associated with recruitment of people to work within the tourism sector (Ready to Work program, other industry support programs, career awareness work).

Reporting to the Workforce Development Consultant, the duties of this position are:

- Assist in planning for upcoming projects.
- Coordinate project requests and information flow.
- Assist potential project participants by providing appropriate information and/or directing to appropriate individuals within the organization.
- Participate in project orientations and participant selection process.
- Make arrangements for meetings, workshops, training deliveries, travel and accommodation for staff and facilitators.
- Determine facilitator accommodation requirements (furniture, phone, internet, TV) and arrange for delivery/installation.
- Contact participants and facilitators and provide information about programs, processes and/or projects with direction from project lead.
- Create, maintain and update project and participant files. Ensure appropriate record keeping for archival and reference purposes.
- Produce and distribute support materials for program participants, like resume development and updates.
- Provide direction, information and advice to participants, funders and facilitators based on areas of responsibility and established processes.
- Produce and distribute training certificates as required.
- Prepare participant stipend spreadsheets, ensure accuracy in attendance and payment as per established schedule.
- Compile information required for reports and project files.
- Contact person for funders and partners in absence of Workforce Development Consultant.
- Maintain inventory of project supplies and materials and source supplies following corporate procurement policies.

- Establish and maintain internal and external contacts including but not limited to industry operators, managers, supervisors, program participants, delivery partners and funders.
- Distribution of various forms of information – by email, mail, phone, in person.
- Edit and update text in training materials.
- Research and gather information for specific topics upon request.
- Create, manage and maintain databases, including gathering, verifying, entering and proof-reading data.
- Prepare visa statements and expense claims as requested; reconcile vendor statements.
- Code and track invoices, provide documentation and manage project codes.
- Take and transcribe meeting minutes as required and use information to inform project updates and follow up work.
- Prepare letters, mail merge documents, spreadsheets and presentations as required.
- Provide back up support for reception desk
- Perform other duties incidental to the work performed herein.

The knowledge, skills and abilities required for this position are:

- Possess considerable experience performing responsible administrative work.
- Completion of Grade 12 supplemented by additional relevant education or combination of education and experience.
- Previous experience co-ordinating projects within timelines and budgets
- Must be able to manage high work volumes, fixed deadlines, multiple demands and interruptions
- Must be able to work independently on a wide variety of tasks and follow-up actions with minimal errors.
- Must have ability to adjust to changing priorities and workload and be detail focused.
- Demonstrated strong organizational skills, time management and the ability to multi-task and prioritize while working in a team environment
- Must be able to exercise good judgement, prioritize responsibilities and make decisions based on established policies and procedures.
- Be able to maintain a tidy work environment.
- Ability to analyze and prioritize work assignments to meet deadlines is necessary.
- Must have thorough knowledge of Microsoft Office products, including Word, Excel, PowerPoint, Teams, SharePoint and Outlook.
- Experience working within databases is an asset.
- Possess excellent telephone skills.
- Possess understanding of basic accounting practices.
- Must be customer service focused.
- Must have excellent written and verbal communication skills.
- Strong interpersonal skills including cultural sensitivities.
- Self-motivated, demonstrate initiative and flexibility.
- Maintain strict confidentiality of contract, participant and program information.
- Knowledge of Saskatchewan's tourism attractions, destinations and events is an asset.

- This position may require some travel and occasional overnight stays.
- Must possess valid driver's license.

Please submit your resume by 9:00 a.m. on Thursday, May 5, 2022, to:

Joan MacPhail
Director, Human Resources
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