

Job Posting Project Coordinator

The Sinneave Family Foundation (Sinneave) – Background

The Sinneave Family Foundation is an operating foundation committed to a future where autistic adults live, learn, work and thrive and realize their desired futures. We work to reduce barriers and enhance opportunities for autistic youth and adults. Sinneave operates The Ability Hub in Calgary as an inclusive centre for innovation, learning and connection.

Job Snapshot

Sinneave is recruiting for a Project Coordinator for Sinneave's national initiative, EmploymentWorks. As the Project Coordinator, you will play a pivotal role in ensuring the program's success through effective administration, collaboration, and communication. Your responsibilities include managing essential coordination and administrative functions, serving as a primary communicator among partner sites, internal project staff, and collaborators, and promoting awareness and uptake of the program's various resources.

This is a 2-year term position and pay is commensurate with job requirements and experience within a range (\$55,000 to \$65,000 per year). Qualifications and experience will be taken into consideration. Sinneave also offers a comprehensive benefits program.

Reporting relationship: I report to the Director of Employment Services

Work Context

In this role, you should expect:

1. A flexible work schedule five days per week (Monday to Friday), for a total of 37.5 hours each week, scheduled between the hours of 7am and 6pm to accommodate stakeholders working in different time zones across the country.
2. A hybrid work arrangement.
3. To have a small, dedicated office space and access to bookable spaces for meetings, etc.
4. A mix of independent and team-based work, all which will include contact with others (face-to-face discussions, Teams, Zoom, phone, email etc.).

Skills and Competencies

To be effective in this role, you must have the following skills and competencies:

1. Coordinating – organize people and activities to support the overall project.
2. Critical Thinking – use logic and reasoning to question, discern, interpret and analyze various types of information to form a conclusion or judgment.
3. Problem Solving – ability to identify problems and review related information to develop solutions or feasible options.
4. Time management – capable of managing own time and competing priorities.
5. Monitoring of project related processes - to make improvements or take corrective action.

6. Communication Skills – including active listening, oral and written communication to ensure concepts are understood and can be clearly articulated and shared with others in the project.
7. Digital Skills – be able to effectively use Microsoft Windows Operating System and Microsoft Office Suite (e.g. Word, Outlook, Excel, Power Point, Teams, Project) as well as online meeting platforms such as Microsoft Teams and Zoom.

Knowledge

To be successful in this role, you require the following knowledge:

1. Knowledge of project management concepts, practices and procedures along with experience creating, using and maintaining project management tools and templates.

Personal Attributes and Abilities

To be successful in this role, you require the following personal qualities:

1. Initiative – taking on responsibilities and challenges, proposing, doing or organizing something by oneself without being prompted by others (ability to work independently).
2. Attention to detail – meticulous in the execution of tasks.
3. Adaptability - adapting oneself to expected or unexpected changes and different situations while continuing to achieve past or renewed goals.

Qualifications and Experience

1. A post-secondary education (diploma, certificate, etc.) in project management, change management, business administration, or relevant field.
2. A minimum of three years of experience in project coordination.
3. Knowledge gained through lived experiences and/or experience working directly with and advocating for those who are neurodivergent considered an asset.
4. Experience supporting people of diverse racial, ethnic, socioeconomic identities, abilities, LGBTQ2S+ group considered an asset.

Duties & Responsibilities

1. Administration:

- Perform various administrative tasks to support project coordination and implementation.
- Assist in scheduling meetings, preparing agendas, and documenting meeting minutes as required.
- Maintain accurate records, including project documentation, correspondence, and contact information.
- Administer job supports available to EmploymentWorks participants and employers, ensuring timely facilitation and processing, and adherence to all granting requirements.
- Administer fee-for-service model with EmploymentWorks Online collaborators, ensuring timely facilitation and processing, and adherence to all granting requirements.
- Coordinate any English/French translation tasks with external translator.

2. **Collaboration and Coordination:**

- Serve as the point of contact for new collaborators, ensuring seamless onboarding and addressing initial inquiries.
- Troubleshoot issues and provide timely solutions, maintaining effective communication to resolve concerns.
- Redirect requests and queries to the appropriate internal teams, ensuring efficient and accurate responses.
- Work closely with cross-functional teams to coordinate project activities and ensure alignment with organizational objectives.
- Foster a collaborative working environment by actively engaging with team members and stakeholders.
- Proactively identify opportunities for collaboration and synergy among project partners.

3. **Project Communication:**

- Ensure timely dissemination of information and updates related to project activities as directed by internal project team.
- Create, coordinate, and disseminate engaging content to promote awareness and uptake of mental health resources and job supports available through the EmploymentWorks program.
- Develop and distribute regular communications for EmploymentWorks partners and collaborators.

Sinneave will use a multi-stage assessment and selection process with an expected offer going out to successful applicant the first week of August and a projected start date of September 3, 2024. The first stage of the assessment process will invite selected candidates to draw from their experience to demonstrate their knowledge, skills and competencies related to certain aspects of the role. The second stage will invite selected candidates to participate in an in-person interview.

As an inclusive employer, that is open and flexible in its thinking and approach to recruiting, all candidates invited to the assessment and interview process for this role, will be provided an opportunity to consider available options and advise us of their needs or preferences.

Please send Applications and cover letters electronically to:

Norm Lepitre, Director of Administration and HR

norm.lepitre@sinneavefoundation.org

Or by mail or fax to:

The Sinneave Family Foundation
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Application Deadline: When the position has been successfully filled.