

POSITION PROFILE: ASSISTANT PROJECT COORDINATOR - RURAL RESET/COVID-RELIEF INITIATIVE

RURAL RESET/COVID-RELIEF INITIATIVE SUMMARY:

Over the last 26 years Women's Enterprise Centre of Manitoba (WECM) has played an important role in guiding women entrepreneurs throughout the province and advancing entrepreneurial supports locally and nationally. WECM is now rolling out a Covid-19 business relief initiative that will assist women entrepreneurs across Manitoba.

The goal of the initiative is to facilitate small group workshops that will focus on delivering specific business expertise and professional coaching services to women-owned or led businesses that have been affected by the Covid-19 pandemic. These workshops will be held virtually as well as in-person for targeted rural and northern communities.

WECM is looking for a well-organized individual who can perform multiple administrative tasks with a high degree of attention to detail. This is a contract term position with an end date of March 31, 2021.

JOB SUMMARY:

- The Assistant Project Coordinator is responsible to assist the project execution group by handling the administrative aspects of the project

TYPE OF JOB:

- Contract position ending March 31, 2021

START DATE:

- ASAP

LOCATION:

- It is expected that the job will require the candidate to have the ability to work at home hours as well as put in some hours at the WECM office at 100-207 Donald Street, Winnipeg, MB

HOURS OF WORK:

- Approximately 30 hours per week

MAJOR RESPONSIBILITIES / DUTIES

ADMINISTRATIVE:

- Provide administrative support including the scheduling of meetings/appointments, travel arrangements, expense reporting, project specific assistance to the project execution group
- Provide administrative support for set up and follow up specific workshops including sending communications to participants, receiving and processing intake forms, and scheduling
- Prepare invoices and supporting documents and compile data related to project execution
- Ability to set up events including securing room bookings and coordinating service providers for technology needs as well as for food and beverage requests
- Provide project reporting for areas concerning project event set ups, material management, and other project specific requests (i.e. notetaking etc.)



- Liaises with external agencies, vendors, or organizations to coordinate activities which are important to the project execution group
- Conduct internet searches as directed

QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

- Relevant office or administrative training
- Experience scheduling events and seminars

KNOWLEDGE OF:

- Administrative and office policies and procedures
- Office software (Word, Excel, PowerPoint, etc.)
- Online platforms (Zoom, Adobe Connect, Teams, etc.)
- Audio visual and presentation equipment

SKILLS AND ABILITIES:

- Excellent verbal and written communication skills
- Strong interpersonal and negotiation skills
- Able to effectively prioritize and manage multiple projects with tight deadlines
- Able to gather, collect, record, track and verify relatively complex data and information from multiple sources
- Strong organizational skills with attention to detail
- Able to work independently in a fast-paced environment

PERSONAL SUITABILITY:

- Professional and positive interpersonal skills and attitude
- Able to work independently with initiative and resourcefulness
- Cooperative team player with respect for organizational cultures, values, ethics, and standards
- Effective time-management, analytical and organizational skills
- Sensitivity to and accountable for client confidentiality
- Sensitivity to cultural differences
- Ability to deal effectively with conflict
- Ability to be flexible in dealing with change
- Responsible, motivated, loyal, reliable, and trustworthy

TRAVEL:

A valid driver's license and willingness to travel within Manitoba as required

SUPERVISORY RESPONSIBILITIES:

None

REPORTS TO:

The Assistant Project Coordinator reports to the Special Projects Manager