

<b>Job Title</b>	<i>Project Coordinator (3-Month Contract)</i>
<b>Reports To</b>	<i>Manager, Programs &amp; Small to Medium Enterprises</i>
<b>Reviewed</b>	<i>Version 1.2 – November 2019</i>

### Job Purpose and Function

The Project Coordinator will be tasked with supporting the VEC’s administrative and project coordination needs related to sustainable business and economic development in today’s climate emergency. The duties will vary from meeting coordination and supporting stakeholder engagement to contract reviews & data analysis and will include supporting work on longer-term initiatives. This role supports sustainable business practices at VEC and in the broader business community of Vancouver.

### Position Details

**Anticipated start date:** November 18, 2019 or soon thereafter

**Term:** 3-month contract with the possibility of extension

Equity-seeking individuals including indigenous, people of colour, LGBTQ2SIA+, and newcomers are encouraged to apply.

### Duties and Responsibilities

#### Assistance to the Manager, Programs & Small to Medium Enterprises

- Undertake administrative, organizational, and research projects as directed by the Manager, Small to Medium Enterprises
- Assist in preparation for meetings and follow-up activity, document management, and coordinating priority activities to address the climate emergency
- Support engagement with businesses, municipal staff, academic institutions and other partners relevant to Vancouver’s green and impact economies
- Work collaboratively with VEC team members on key initiatives that are relevant and complementary (examples include GLOBE 2020, Digital Entertainment Career Fair)
- Due to the event-based nature of the work, this role requires periodic work outside of regular office hours including some early mornings and evenings

#### Organizational Process Improvement

- Proactively propose and develop frameworks to increase the efficiency of internal operations throughout the organisation
- Provide administrative assistance as requested by Management

#### Organizational Sustainability

- Develop a process for ongoing data collection and reporting of the organization’s carbon footprint: includes data synthesis and analysis

- Act as key support for Management to create robust and effective sustainability policies and procedures
- Support and proactively propose staff initiatives to reduce environmental impacts and address the climate emergency

### Qualifications

- 3-5 years of experience in Administration or similar field;
- Credentials in sustainability, business, change management, or related field;
- Detail-oriented with experience in supporting senior leadership;
- Excellent organizational and planning skills, accuracy, attention to detail and timely response;
- Demonstrated ability to improve processes;
- Confident self-starter able to manage time and prioritize tasks as necessary;
- Brings a professional, can-do attitude to all tasks;
- Well-developed oral and written communication skills, including business English;
- Ability to establish and maintain effective and collegial working relationships;
- Previous experience in workplace sustainability an asset;
- Curious and eager to learn.

### How To Apply

Interested parties should submit a resume, cover letter, and writing sample (2-5 pages) in PDF or Word format to [info@vancouvereconomic.com](mailto:info@vancouvereconomic.com).

Applications will be reviewed and interviews will be scheduled on a rolling basis until the position is filled. We thank all applicants for their interest however only applicants selected for an interview will be contacted.

Date approved:		<i>November 7, 2019</i>
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