



## **Project Coordinator – Education and Northern Programs \$35,800 per year**

Science North's Education and Northern Programming Unit delivers the Science North experience all across the north! We bring entertaining, educational, difference-making programming, initiatives and outreach to communities throughout Northern Ontario. We are looking for a Project Coordinator who will support the team to keep track of all the moving parts of a project.

Science North is looking for an energetic, outgoing, inclusive and motivated individual with a strong teambuilding, collaboration and customer service orientation to complement our team of Bluecoat professionals. This position offers the opportunity to develop and showcase project planning and reporting skills, while working collaboratively with all project team members. The role will be based in Sudbury at Science North, and there may be some opportunity for travel in Northern Ontario. This is a full-time opportunity running until March 31, 2024.

### **Position Highlights and Responsibilities:**

#### ***Key Skills and Attributes***

- Proficiency with Office 365 (Excel, Outlook, Teams, Word, PowerPoint, etc.)
- Familiarity with social media platforms
- Fluency in both French, and/or Indigenous ancestry, would be considered strong assets (Fluency in English required)
- Attention to detail and excellent documentation skills, such as photo taking and report writing
- Demonstrated project and time management competence

#### ***Project Coordination***

- Work with internal parties to plan, organize and coordinate project activities
- Assist in preparation of project documents, proposals, presentations, etc.
- Research, collect information and compile data and reports
- Initiate prompt action and or provide follow up as needed to ensure progress to milestones

If you have any questions or need more information on this exciting opportunity please don't hesitate to reach out to us at [careers@sciencenorth.ca](mailto:careers@sciencenorth.ca)

Apply online at <http://sciencenorth.ca/careers>. An early application represents your best opportunity for success. Science North is committed to an inclusive workplace and invites applications from all qualified individuals to join our diverse team. Accommodations are available upon request in all aspects of Science North's selection process. We thank all interested candidates; only those selected for interviews will be contacted.

Science North is a registered charity  
and is an agency of the Government of Ontario