

Project Coordinator

What we do

C4ner Consulting has been operating full-time since 2017 and focuses on providing coaching, training, and consulting and project management services to customers and clients. C4ner Consulting is a small business focussed on Economic Development and helping Entrepreneurs, Businesses, Social Entreprises and Organizations develop, grow, and manage their ideas and initiatives. As a small company this position will provide you with lots of opportunity to learn, grow and work on a variety of skills and areas.

Reports to: Founder/Owner C4ner Consulting

Job Summary

Temporary Full-time Contract Position – 7-month Contract, with possibility of extension.

The duties of a project coordinator vary depending on the industry, organisation, location, and scope of the project, but generally will be to coordinate all activities related to the development and execution of projects, including providing services and support to clients as per the project goals and outcomes. We often have 4 to 8 projects on the go at one time.

The Project Coordinator will be responsible for delivery of services and achieving project outcomes. Working with a wide variety of stakeholders, the Project Coordinator will be responsible for the following activities:

- 1. At the start of a project, you will help the project team focus on the planning and research required for the project, which could include business process gathering and analysis:**
 - a. Collect, organize, extrapolate, interpret, and report data, information, and research to the project team. Using a secure, private AI tool to assist with this work will be encouraged.
 - b. Act as a liaison between the stakeholders and the project team, with a focus on business process and system solutions. This position is required to develop an understanding of the client's business processes, system functions, and a technical knowledge of client's systems, and other available technologies.
 - c. Contribute to the development of project management plan, scope and quality statement, schedule, and budget, in collaboration with the project team.
 - d. Work with the Project Team to coordinate and prepare for meetings, conferences, workshops, and training.
 - e. Source and deliver supplies and training materials for the project.
 - f. As the business system analyst support updating, maintenance and development of new and existing process documents, process flows charts and training material for the client. Analyze clients' processes (both existing and future) and ensure the right solutions are identified, developed, and implemented to meet the needs of the client.

Support business unit solutions, including projects, system enhancements and day to day support for the field; evaluating solution options.

- g. Working with the owner, facilitate and design focus groups, understanding issues, business impacts, identifying gaps and documenting solution requirements and areas of integration.

2. As the project moves from research and planning to execution you will focus on the monitoring, controlling and development of the project deliverables:

- a. Provide support and advice throughout the project lifespan to key stakeholders and on multiple projects and programs; participate in initiatives in project management research, methodology, design, planning, implementation, integration, evaluation, and ongoing monitoring and control of project objectives, scope, quality, schedule, changes, budget, and core activities to ensure they meet the planned baselines.
- b. Assist with identifying, problem solving, and working to remove barriers to successful project completion, with emphasis on resolving issues, developing strategies, and facilitating collaborative relationships on projects with all key stakeholders. Make an assessment and review the status of projects and provide recommendations to the manager on approaches.
- c. Identify interdependencies between various groups and projects and facilitates communication among task groups.
- d. Assist in the development of business system solutions utilizing standard, leading practice process and standard system set up and configuration.
- e. Coordinate and ensure proper process testing has been completed; all solutions are supported and validated by the subject matter expert across all divisions.

3. Implementation and project closeout:

- a. Day-to-day administrative tasks such as data collection/updating, classification and archiving. Updating project logs with the progress of the finished assignments, issues or lessons learned.
- b. Assist with implementation of intake and reporting mechanisms.
- c. Assist with implementation of evaluation mechanisms for gathering feedback from partners, participants, and other stakeholders.
- d. Coordinate and deliver training, as required, communication on process and system changes, including modification and best practices to all end users.
- e. Listen carefully to ongoing conversations in meetings, take notes and prepare action items, follow-up and update the project plans.
- f. Assist with Project(s) Closeout and other duties.

4. As time allows you will assist with the projects that support the growth of C4ner Consulting and these other duties would be considered an asset.

- a. Analyze data using statistical techniques.

- b. Identify, analyze, and interpret trends or patterns in data.
- c. Marketing, communications, and graphic design.
- d. Assist with other general requests, as needed.

What You'll Need to Succeed

1. Ability to work in a fast-pace, multi-project environment.
2. A drive to learn and grow and tackle challenges with enthusiasm.
3. A desire to work intimately with clients to contribute to finding solutions to challenges.
4. Ability to work collaboratively on a team to connect with partners and stakeholders, and build strong, collaborative networks for C4ner Consulting and the company' clients. toward achieving project outcomes in a supportive and positive environment.
5. Maintain confidentiality of all sensitive information and adhere the [CMC Code of Conduct](#).
6. A foundation and experience in project methodologies, including project planning and monitoring for outcomes, delivering programs and services, budget reporting and forecasting, operations planning for logistics.
7. Candidates must also have skillful computer literacy and system experience with MS suites (including different project management software). Experience understanding how to create business efficiency using technology such as with databases and CRMs, SharePoint and advanced Microsoft Business software functions would be an asset.
8. Strong analytical skills: demonstrated ability to think and act strategically; attention-to-detail while maintaining an overall view of the business and strategic goals.
9. Skills such as communication, critical thinking, creativity, organization, priority setting, and time management are crucial for success in this role.
10. Strong communication, planning and collaboration skills; critical thinking and complex problem solving.
11. Ability to work in a self-motivated, self-directed manner within broad parameters.
12. Exercise initiative and independent judgment in the performance of duties.
13. The ability to adapt and be flexible based on project and clients' needs.
14. Ability to quickly bring others up to speed, to pass on knowledge, skills and responsibilities to a successor and teammates.
15. It is essential to possess exceptional interpersonal and cognitive skills to perform effectively on the job.
16. Ability support Business Analyst activities and extract, document and analyze data based on feedback from subject matter experts.
17. Understanding of small business, non-profit and social enterprise, and entrepreneurship, including challenges faced by entrepreneurs with intersectional identities seeking support in starting and scaling their businesses.
18. Presentation Skills.
19. Quality assurance of procedures/systems from a data perspective including data audits.
20. Pattern and trend identification.

What You'll Get with C4ner Consulting

1. The opportunity to work in a diverse work environment with individuals who have decades of experience supporting projects, economic development, and entrepreneurs at all stages of their business development journey.
2. To work in an women-owned business environment that supports equity, diversity and inclusion among teams and clients.
3. Access to professional development opportunities including taking the [Dare to Lead](#) course.
4. Enjoy a health spending account that offers access to diverse benefits based on your needs.
5. A remote work-friendly employer, welcoming flexible work options to support our people by integrating in-person working conditions with online options (eligibility may be necessary).

Qualifications

1. Education in Management, Business, or a related field; relevant operational experience in Project Coordination; additional business-oriented education, certification or equivalent is desirable.
2. Proficiency in intermediate/advanced computer operations and software, such as Microsoft Excel and PowerPoint, is also helpful.
3. A background in economic development, community development and/or business.
4. Experience in the development and delivery of Economic Development projects/programs with specific outcomes.
5. Verbal and written fluency in English is a requirement; French is an asset.