



## **SCOTIABANK HOCKEY DAY IN CANADA CAREER OPPORTUNITY**

### **Project Coordinator – Scotiabank Hockey Day in Canada Contract Opportunity (Approx. 6 months)**

On behalf of the Scotiabank Hockey Day in Canada Local Organizing Committee, the City of Corner Brook will be accepting resumes from interested individuals to assume the role of **Project Coordinator** for the Hockey Day in Canada weeklong event scheduled for January 2018 in Corner Brook.

Reporting directly to the Chair of Local Organizing Committee, duties and responsibilities of the Project Coordinator will include, but not be limited to, coordinating, scheduling and promoting tasks related to the event and serve as a point of contact for the various groups, individuals, organizations, sponsors and businesses that will be involved in the event. The successful candidate will work closely with members of Organizing Committee to prepare comprehensive action plans, including the identification of resources, specific timeframes and budgets (where applicable) in preparation for the Hockey Day in Canada event. This position will also be responsible for preparing documents, providing support to various aspects of the event, providing administrative support, and recording and documenting correspondence relating to the event.

To succeed in this role, the individual must have excellent time management, organizational abilities and communication skills, given that the successful candidate will collaborate with multiple individuals and groups interested in and/or participating in the event to ensure delivery of objectives within identified timelines.

Ultimately, the Project Coordinator's duties are to ensure that all preparation projects for the event are completed on time, within budget and meet high quality standards.

#### **Duties and Responsibilities shall include but not be limited to the following:**

- Coordinate event activities, resources, equipment, people and information;
- Break projects down into doable actions and set timeframes for completion;
- Liaise with clients/groups to identify and define requirements, scope and objectives.
- Record the assigned tasks to individuals, groups, committees, etc and assist with schedule management.
- Help prepare budgets related to the event, and track performance against budget.
- Oversee project procurement requirements and prepare RFP's as required.
- Monitor project progress and handle any issues that arise.
- Act as the point of contact and communicate project status to all participants.
- Reporting to the Chair, work with the Committee members to overcome hurdles related to the project.
- Use tools to monitor working hours, plans and expenditures.
- Document and organize filing/archiving of all appropriate documentation relating to the project (e.g. legal paperwork, contracts and terms of agreement, project plans, key deliverables, etc).
- Create and maintain comprehensive project documentation, plans and reports.
- In coordination with Civic Centre staff, create site map drawings for the event(s) detailing set-ups, and teardowns with specific timelines.
- Ensure standards and requirements are met through conducting quality assurance reviews.

- Ensure compliance with brand standards and visual identity guidelines of the City, Rogers, Scotiabank and other event sponsors.
- Ability to manage relationships successfully under pressure.

**Qualification Requirements:** The successful candidate must possess a Degree in Business Administration or degree/certificate in Project Management or related field supplemented with proven work experience as a Project Coordinator or similar role. Experience in project management, from conception to delivery and an ability to prepare and interpret flowcharts, schedules and step-by-step action plans is required. Strong client-facing and teamwork skills and familiarity with risk management and quality assurance control. Strong working knowledge of Microsoft Project, Microsoft Office and Microsoft Planner will also be considered an asset. This position also requires solid organizational skills, including multi-tasking and time-management and the ability to operate successfully in a fast-paced environment with many stakeholders. A class 05 NL driver's license is required. Access to a personal vehicle will be considered an asset.

**HOURS OF WORK:** 40 hours per week based on 8:00am-5:00pm Monday – Friday (flexible hours based on job demand requirements)

**CLOSING DATE:** Monday, August 21, 2017 (4:30 pm)

**COMPETITION NO:** 2017-31 – SHDIC Project Coordinator

Please submit résumés **giving complete details of qualifications** on or before **Monday, August 21, 2017 by 4:30pm** and forward to: Human Resources Office, City of Corner Brook, P.O. Box 1080, Corner Brook, NL, A2H 6E1; Fax # 637-1627; E-mail [hr@cornerbrook.com](mailto:hr@cornerbrook.com)

*The Scotiabank Hockey Day in Canada Organizing Committee thanks all applicants for their interest; however, only those selected for an interview will be contacted.*