

## **Project Coordinator Position Description**

<b>Role Title:</b>	Project Coordinator
<b>Reports To:</b>	Project Manager, Pilot Program to Prepare for Practical Training (P4T)
<b>Employment Status:</b>	Full-time, 2.75-Year Term

### **Role Summary:**

Reporting to, and working in close collaboration with the Project Manager, Pilot Program to Prepare for Practical Training (P4T), the Project Coordinator will be an integral part of a small team tasked with developing and implementing a multi-year national pilot program funded by the Government of Canada.

Using project management skills and proven methodologies, the project coordinator will assist in implementing the approved project plan and ensuring that milestones are met. The Project Coordinator will primarily work on the mentorship aspect of the project but will be called upon to assist in other components as required.

### **Key Responsibilities:**

- In partnership with the project team, monitor detailed project plans, documentation and reporting as designated by the project manager;
- Record, track and manage project issues and risks, escalating where necessary;
- Update status and dashboard reports to the project lead;
- Assist in the development of a branding and promotion strategy;
- Manage inventory of printed and online promotional materials and information;
- Research immigration and labour requirements and barriers to program participation;
- Assist in developing contracts and agreements for international pharmacy graduates (IPGs) and mentors;
- Develop the application processes for IPGs and mentors;
- Assist in recruitment of IPGs and mentors for pilot program;
- Provide administrative support to pharmacists wishing to mentor IPGs;
- Provide administrative support to IPGs wishing to participate in the P4T project;
- Prepare logistics for annual Steering Committee Meetings; and
- Other project management tasks as required and as directed by Project Manager.

**Key Qualifications:**

- A post-secondary diploma in a relevant field of study. Candidates with equivalent work experience will also be considered
- Minimum of two (2) years of recent project experience, ideally in a health organization or health professional licensing body
- Knowledge of project management concepts and experience using project management related tools
- Superior organizational skills
- Demonstrated ability to manage complexity (competing priorities) including the ability to handle multiple tasks under pressure across multiple disciplines
- Superior written and verbal communication skills
- Experience in developing and maintaining positive working relationships both internally and externally.
- Experience working with Government of Canada funding programs and the financial policies within the program (asset)
- Experience in developing promotional strategies (asset)
- Knowledge of the international graduate environment and regulatory environments (asset)
- Proficiency in French is an asset

**Key Behavioral Competencies:**

- Detail Oriented
- Conceptual Thinking / Analytical
- Accountability
- Problem Solving, Judgment
- Initiative
- Independent Thinking
- Relationship Building
- Teamwork/Collaboration

This position is located in Ottawa and may include some travel within Canada