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## PROJECT COORDINATOR, SPRINT

### About Us

The Immigrant Employment Council of BC (IEC-BC) is a provincial not-for-profit organization that provides BC employers with solutions, tools, and resources they need to attract, hire, and retain immigrant talent.

### About the Position

We are looking for a Full-time Project Coordinator to join the IEC-BC team in the development and implementation of the **Skills Passport for Newcomers in Tech (SPRINT)** project.

Working closely with the Program Lead, FAST, the Project Coordinator is responsible for the operations of SPRINT, delivered by IEC-BC in partnership with World Education Services (WES), BioTalent Canada, the Information and Communications Technology Council (ICTC), and the Immigrant and International Women in Science (IWS) Network.

Reporting directly to the FAST Program Lead, the Project Coordinator plays a key role in ensuring that the goals and objectives of the SPRINT project are achieved, by providing support to the FAST Program Lead, CEO, and the Project Management and Advisory Teams.

### Main Responsibilities

#### Project Coordination

- Coordinate the various initiatives under the SPRINT project. This includes contributing to budget development, work plan development, and overseeing all project related activities
- Provide coordination and administrative assistance to project team for activities being delivered by IEC-BC to ensure they are met within the timelines as defined within contracts
- Participate in specific meetings and/or committees as identified by the Project Partners; and
- Be a liaison to other partners and key stakeholders

#### Program Delivery Support

- Maintain and update project web portal including research, content development, and on-going management and administration
- Oversee recruitment and registration of SPRINT participants and employer partners
- Learning management system administration, including providing support to candidates in registering for the FAST online portal; following up with both candidate and employer enquiries; liaising with system development team to resolve issues; tracking and reporting on user stats and employment outcomes

- Administration of the FAST online portal, including ensuring smooth operation of e-mentoring system; liaise with system developer to resolve issues, as required and tracking and reporting on outcomes

### **Communications**

- Provide response for routine inquiries from public
- Assist in preparing written and verbal presentations to committees, Board, and other relevant stakeholders
- Communicate directly with users accessing the web portal, clients registering for the e-mentoring program, candidates, and employers when necessary, promoting SPRINT project activities

### **Administration**

- Process and track project budget expenses
- Provide support to advisory/working group members, as requested
- Provide timely and effective reporting
- Other administrative duties including filing and report writing

### **About You**

- You are an innovator. You enjoy finding ways to make strategic improvements to existing processes and thinking of new ways to empower others.
- You believe in collaboration. Working with a team and project partners from across Canada excite you.
- You have an entrepreneurial spirit. You thrive in finding opportunities in challenges and solutions to complex problems.
- You believe relationships are critical to success. You can identify, build, and develop relationships with a range of stakeholders' roles, departments, and levels.
- Your organizational skills are top-notch. You will be responsible for a new project with multiple tasks at any given time and can keep these organized and prioritized to ensure goals are achieved. You like to get things done.
- You are resourceful. When you encounter a new task, you have the initiative to seek help from your colleague's knowledge, your team, your network, and other resources available to find a good path forward.

### **Experience/Education:**

- Relevant training and/or experience in project management preferred
- Demonstrated experience within an environment of complex projects and in convening advisory groups
- Ability to work independently
- Demonstrated ability to work in a small team setting
- Demonstrated experience coordinating multiple projects
- Experience in working with not-for-profits preferred

### **Knowledge/Skills:**

- Strong communication skills, both written and oral
- Excellent writing and presentation skills
- Excellent interpersonal skills with the ability to build cooperative working relationships

- Proficient with Microsoft Office products and social media
- Ability to excel in a fast-paced work environment with minimal supervision, knowing where and when to escalate issues
- Strong time management & organizational skills
- Problem solving and analytical skills - takes initiative to identify causes, gather and process relevant information, generate possible solutions and make recommendations and/or resolve the situation

### How to apply

If this sounds like you and you enjoy a fast-paced, challenging work environment, please submit your cover letter and resume by 5:00pm PT on January 20, 2021 to [recruitment@iecbc.ca](mailto:recruitment@iecbc.ca). ***Please ensure that you quote "SPRINT Project Coordinator" in the subject line.***

*We kindly ask for no phone calls please. Due to the high number of applications we receive, only candidates who are selected for an interview will be contacted. We thank all applicants for their interest in the Immigrant Employment Council of BC.*