

# **DRAFT**

## **JOB DESCRIPTION**

### **Project Coordinator**

#### **Description of Duties:**

- Oversee day-to-day operations of assigned project(s)
- Play an active role in hiring/recruiting JCP staff
- Provide regular reports to the board to reflect goals and timelines
- Supervise JCP participants
- Provide input for project planning at the board level
- Promote the organization, its mandate and activities to the greater community.
- Participate in research projects relating to community
- Represent the organization on community committees
- Plan out the duties of the two JCP participants
- Write business plans

#### **Qualifications and Experience:**

- A strong vision and understanding of the Shelburne and Area Chamber of Commerce
- Extensive knowledge of Shelburne County, the province and its requirements
- Knowledge of, and have participated in, various community groups and committees within the county
- Extensive knowledge of government agencies, programs, and services
- Demonstrated involvement in the community through volunteer work
- Supervisory experience
- Ability to plan tasks and implement them
- Ability to use Microsoft office suite and the internet/e-mail
- Previous experience in constructing reports and documents
- Event Management experience
- Previous experience in conducting public meetings
- Demonstrated community leadership roles
- As this position reports to a board, previous experience working with boards in this capacity
- Excellent communication skills
- Excellent organizational skills
- Previous management experience
- Has been involved in community leadership roles
- Knowledge of contact people and services within the province
- Ability to work independently with minimal direction
- Able to multitask with various projects