

Project Coordinator (6-month Youth Employment opportunity)

Date of Posting:

May 25, 2018

Closing Date:

June 1, 2018

Overview:

Under the supervision of the Acting Director of Operations for the Six Nations Campus (ADO), the Project Coordinator will provide support and assist with the coordination of the Hodinohso:ni Ambassador Program, and other Development Office related activities. The Project Coordinator will also provide research and administrative support to the ADO.

Responsibilities:

The duties of this position will include, but are not limited to the following:

- Assisting with the coordination of the Hodinohso:ni Ambassador Program, including but not limited to: scheduling activities; supervising the program's day to day operations; end of day reporting; working with the ADO to facilitate all aspects of the program.
- Outreach and marketing: related to the Hodinohso:ni Ambassador Program, these activities include collecting content and creating strategies for outreach and marketing of the program.
- Maintaining records of and keep accurate files
- Correspondence and contacts for event logistics. E.g. site locations, facility information, program speakers, capacity, meals, travel, accommodation, resources, etc.
- Conducting research for the successful completion of program and project development in support of Six Nations Polytechnic's strategic goals.
- Program supervision

Qualifications:

- Experience in program/event coordination
- Currently enrolled in, or recent post-secondary graduate
- Experience creating content for social/digital media
- Demonstrated critical thinking and problem-solving skills

Salary:

Salary to be confirmed and dependent upon incumbent's combined qualifications and experience.

Application Procedure:

Applications will be accepted until the position is filled:

1. A **cover letter** outlining relevant experience and qualifications. Please reference areas identified within the contract posting (i.e. fields of demonstrated excellence).
2. A **curriculum vitae/resumé** outlining relevant experience, educational background
3. Names and contact information for **three (3) professional, community, and/or academic references.**
4. Proof of age. This is a Youth Employment Opportunity and funding is restricted to applicants who are 29 years of



age or younger

All application materials can be sent to the attention of: Patricia Greene at:

Patricia.Greene@snpolytechnic.com

By 4:00pm on Friday June 1, 2018. No late applications will be accepted

Please put Project Coordinator in the subject line. Or in a sealed envelope mailed or hand delivered, clearly marked "SNP Project Coordinator" to: Six Nations Polytechnic Inc. 2160 Fourth Line Road, PO Box 700 Ohsweken, Ontario NOA 1M0