



Project Coordinator

Department: **Facilities Management**

Location: **415 Gilmour St., Suite 200, Ottawa ON K2P 2M8**

Start Date: **As soon as possible**

Employment Type: **Full-Time, Fixed-Term Contract (approx. one year)**

Salary: **\$47,200–\$70,800, with a current hiring range of \$47,200–\$59,000 (salary is based on experience and qualifications)**

Reports To: **Project Manager**

Direct Report(s): **N/A**

Vacancy status: **Fill an existing vacancy**

About Centretown Citizens Ottawa Corporation (CCOC)

CCOC is a community-based, tenant and member-directed, non-profit housing organization whose mission is to create, maintain and promote housing for low and moderate-income people. We value diversity, collaboration, inclusive and open decision-making, innovation, creativity, and sustainability.

For more information, visit: www.ccohousing.org

Position Summary

Under the supervision of the Project Manager, and as a key member of the Capital Projects Team, the Project Coordinator will assist the Project Manager in planning, implementation, tracking and execution of projects, in particular, energy efficiency retro fits through various programs. The Project Coordinator provides clerical and administrative assistance as needed.

Key Responsibilities

Assists with the management of the feasibility, planning, financing, and construction of real estate development projects, as outlined below. Responsibilities include, but are not limited to the following:

- **Project Administration** – prepare the document used to track the scope, schedule, and budget (key performance indicators), assist in monitoring them throughout the phases of the project; aid in the creation of a detailed work plan and schedule that identifies and sequences project activities; create and update timely and detailed project reports.
- **Project Financials** – prepare project paperwork and documentation including project invoices and purchase orders; draft project funding applications and ensure submissions are complete; assist in financial draws from project funding sources; assist and support the project manager in the development and tracking of project budgets including capital budget, operational budget, and project cash flow projections.
- **Procurement** – assist in the engagement and monitoring of project team members and consultants.
- **Communicating and Reporting** – assist in the drafting and preparation of professional documents to support the PM, including feasibility reports, business cases, funding proposals, financing applications, project charters, and project progress reports; undertake regular communication by email, in-person meetings, phone calls as required to ensure project deliverables are managed and received, that timelines and deliveries for documents and submissions are met; manage electronic and physical files to ensure all project information is organized, appropriately documented, and secure; create presentations slides and talking points as required; take transparent and accurate minutes and prepare final overview and record of the meeting.
- Assist in project communications planning.

Provides Clerical and Administrative Support to the Capital Projects Team as needed, as outlined below:

- Provide research and solutions to general inquires of the department.
- Provide clerical support to the development team by assisting with paperwork and documentation, including invoicing, purchase orders, scheduling, processing supplier/contractor invoices.
- Provide administrative help with corporate records and archival material.
- Maintain client relations.
- Organize meetings on site and attend with contractors as required.

Performs other duties as may be required by the Project Manager, Department Director or the Executive Director.

This position supports the work of Centretown Citizens Ottawa Corporation and Cahdco (Centretown Affordable Housing Development Corporation).

The individual will be expected to conduct themselves in accordance with CCOC's Mission and Values, as well as the core competencies of Teamwork, DEI, Adaptability, Results-Orientation, and Service Excellence, which form an integral part of CCOC's Performance Management Program.

Education and Experience

- Completion of a four-year technical degree
- 3 months to one year of related work experience
- Experience and formal training combined with demonstrated performance and ability may substitute for stipulated academic requirements
- Experience in the fields of architecture, real estate development or municipal planning is considered an asset
- Intermediate ability to use Microsoft Office, including Microsoft Projects
- Knowledge of Google Suite is considered an asset
- Knowledge of Adobe Suite is considered an asset
- Advanced written and verbal communication in English
- Ability to communicate in French is considered an asset

Supervision and Decision-Making

- Considerable decision-making applies to the performance of tasks, involving the manipulation of several moderately complicated variables
- Processes are supported by numerous, well-defined methods and established procedures
- Provides occasional functional guidance to other employees and has peer coordinating responsibilities
- Works under occasional supervision and chooses the best approach to come to a solution. Methods and procedures are numerous
- Decisions may impact the work of others within the organization, moderate impact if errors are made Regular use of confidential information or access to occupied apartments

Working Environment

- Regular use of confidential information
- Interaction with internal colleagues involves discussing or providing recommendations, interaction with external contacts requires tact and courtesy, primarily exchanging information
- Normal office environment; periods of light physical activity (for example, intermittent sitting, standing or reading)
- Regular visits to apartments or construction sites
- Some degree of physical skill and coordination required (for example; basic keyboarding)
- Work may be a little uncomfortable and may lead to minor injury or illness.
- The incumbent may experience considerable stress

Benefits

- OMERS defined benefit pension plan
- Employee and Family Assistance Plan (EFAP)
- Paid time-off from day one
- Group Insurance and Supplementary Medical Plan (dental/eyewear)
- Hybrid and flexible work arrangement available

Applying to the Role

To be considered for this role, please email your resume and cover letter to hire@ccochoosing.org

All applications must include the following information in the subject line: **CCOC – Project Coordinator**

This position will be posted until filled.

We thank all applicants for their interest in the role, however, only those selected for an interview will be contacted. If contacted for an interview, please inform us if you require accommodation.

In the spirit of the Human Rights Code, we ask that resumes do not include personal data including, but not limited to age, health, marital and family status.

As an employer committed to the principles of employment equity, we encourage applications from all persons including Black, Indigenous and People of Colour, persons with disabilities, and persons of all sexual orientations and gender identities. We are committed to providing an inclusive and barrier free experience to applicants with accessibility needs in accordance with the Ontario Human Rights Code (2015) and the Accessibility for Ontarians with Disabilities Act (AODA).

CCOC Maintains a COVID vaccination policy for employees. Exemptions are available based on either a protected ground under the Human Rights Code, or a documented medical reason.

For candidates with disabilities requiring an accommodation, you may contact hire@ccochoosing.org