

Hamilton Chamber of Commerce Project Coordinator

JOB DESCRIPTION:

The Project Coordinator position will lead the implementation and day-to-day operations of Hamilton Chamber research and partnership projects and initiatives. Strong skills in project management, stakeholder relations, research, and communications are required for this role.

SALARY RANGE: \$50,000-59,000 commensurate with experience

DUTIES AND RESPONSIBILITIES:

- Develop and execute an effective marketing and outreach campaign to promote awareness and increase uptake of Chamber projects with prospective employers and job seekers in the Hamilton region.
- Develop strong working relationships with public and private stakeholders, funders, and prospective employers.
- Oversee the development and execution of project work plans.
- Sustain ongoing funding resources for the program.
- Convene and manage stakeholder meetings which oversee the program.
- Track and distribute relevant data collected to partners, as required.
- Formalize evaluation metrics for project success and complete regular evaluations.
- Take on responsibilities to deliver additional projects, as required.
- Establish industry partnerships that sustain the engagement of employers.
- Liaise with and provide regular updates and reporting to funders.

QUALIFICATIONS:

The ideal candidate will:

- Demonstrate the characteristics and techniques of a highly effective project manager.
- Possess superior writing and oral communication skills.
- Have an ability to establish and maintain key stakeholder relationships in multi-disciplinary and sectoral areas in the private, public and nonprofit sectors.
- Demonstrate an ability to manage funding resources for a program.
- Possess skills and experience in financial management, tracking results and reporting back to funders.
- Prospect, on-board and orient stakeholders and participants in a program, while ensuring a high rate of retention.
- Adhere to the highest standards of customer service.
- Understand the needs of employees and employers in the labour market.
- Be self-motivated and work with limited direction.

- Be highly organized and demonstrate superior time management skills.
- Be able to cope in high-pressure situations, handle changing priorities and strict deadlines.

EXPECTATIONS:

Working hours are from 8:30 am to 4:30 pm, Monday through Friday. However, it is understood that in order to adequately perform the duties of this position the incumbent will be required to work outside these hours and this shall be considered an expectation of the terms and conditions of employment.

EDUCATION AND/OR EXPERIENCE:

Minimum of 2 years experience coordinating projects with numerous stakeholders is required. Experience in co-ordinating government-funded projects considered an asset. University degree or college diploma is preferred.

DEADLINE:

Please submit your a cover letter and CV by no later than Monday, September 21 at 4pm to m.nash@hamiltonchamber.ca.

The Hamilton Chamber of Commerce is strongly committed to diversity and inclusion within its community and welcomes applications from racialized persons/persons of colour, Indigenous/Aboriginal People of North America, women, persons with disabilities, persons who identify as 2SLGBTQ+, and others who may contribute to furthering the diversity of ideas.