



## **Project Coordinator / Executive Associate**

At **Sage Seniors Association**, a powerful sense of mission influences everything we do. We want every Edmonton senior to live a full and healthy life, to do as much as they can, as well as they can, for as long as they can. To do this well, to strive to be the best we can be at it, we need great people who are eager to join that mission.

Does your resume include words like “organized,” “effective communicator,” “proficiency in the use of technology,” and “team player”?

The Project Coordinator, in collaboration with the Clinical Director and Project Manager, will support the planning, implementation, and tracking of the start-up phase of a new health service project (C3 for Seniors). Once the project is operating, this position will transition to Executive Associate and report to the Executive Director.

The Project Coordinator assists with managing and tracking project progress, recruitment of staff and volunteers, developing administrative processes, and evaluating project outcomes. The Executive Associate will be responsible for day to day collaborative interactions with the leadership team, providing strong written and verbal communication, administrative and organizational skills.

If you have a University degree in a related subject, with 2 - 3 years planning and/or management experience, and are interested in exploring this opportunity, please visit our website at [www.mysage.ca](http://www.mysage.ca) for the full job description and application details.

Please submit resume by June 23, 2017 to:

Sage  
15 Sir Winston Churchill Square  
Edmonton AB T5J 2E5  
Attn: Barb Carroll, Volunteer and Human Resources Coordinator  
Fax: 426- 5175  
Email: [bcarroll@mysage.ca](mailto:bcarroll@mysage.ca)

While we appreciate all applications, only candidates selected for an interview will be contacted.  
**No phone calls please.**



**POSITION DESCRIPTION**

**Position:** Project Coordinator / Executive Associate

**Programs:** C3 for Seniors / Administration

**Report to:** Clinical Director / Executive Director

**Date Approved:** May 2017

**OVERVIEW OF THE POSITION:**

**Job Purpose**

The Project Coordinator, in collaboration with the Clinical Director and Project Manager, will support the planning, implementation, and tracking of the start-up phase of a new health service project (C3 for Seniors). Once the project is operating, this position will transition to Executive Associate and report to the Executive Director.

**Project Coordinator - C3 for Seniors Start-Up Phase**

**Primary Duties and Responsibilities**

The Project Coordinator performs a wide range of duties including some or all of the following:

<p><b>Manage Project Plan</b></p>	<ul style="list-style-type: none"> <li>• Manages updates to the detailed work plan which identifies and sequences the activities needed to successfully complete the project;</li> <li>• Assists in acquiring the resources (equipment, etc) required to complete the project that aligns with the proposed C3 start-up and operating budget;</li> <li>• Manages and updates a schedule for project completion that effectively allocates the resources to the activities;</li> <li>• Reviews the project schedule with the Project Manager and Clinical Director as it is affected by the project activities; revise the schedule as required;</li> <li>• Tracks progress towards the administrative objectives upon which the project will be evaluated.</li> </ul>
<p><b>Support Project Staffing</b></p>	<ul style="list-style-type: none"> <li>• In consultation with the Project Manager and Clinic Director, assists with activities related to recruitment, interviewing and selecting staff and/or volunteers with appropriate skills for the</li> </ul>

	<p>project activities including schedules interviews, communicates with potential candidates and edits position descriptions;</p> <ul style="list-style-type: none"> <li>• Ensures that personnel files are properly maintained and kept confidential;</li> <li>• Assists Project Manager and Clinical Director with the development of an appropriate orientation to the organization and the project;</li> <li>• In consultation with Project Manager and Clinical Director, communicates with qualified consultants to work on the project, as appropriate.</li> </ul>
<b>Support Implementation of the Project</b>	<ul style="list-style-type: none"> <li>• Updates the project plan as directed by Project Manager and Clinical Director;</li> <li>• Develops forms and records to document project activities;</li> <li>• Sets up files to ensure that all project information is appropriately documented and secured;</li> <li>• Monitors the progress of the project and make adjustments as necessary to ensure the successful completion of the project;</li> <li>• Establishes a communication process and schedule to update stakeholders (including appropriate staff in the organization) on the progress of the project;</li> <li>• Reviews the quality of the work completed with the project team on a regular basis to ensure that it work meets the project standards.</li> </ul>
<b>Assist with Project Reporting</b>	<ul style="list-style-type: none"> <li>• Edits and distribute reports on the project for management and for funders;</li> <li>• Assists with tracking of all budgeted project expenditures and submits to Project Manager and Clinical Director for approval;</li> <li>• Tracks cash flow projections and cash flow via an established reporting system (date entry);</li> <li>• Ensures the Project Manager and Clinical Director have information to support the development of up-to-date financial records/reports for the project;</li> <li>• Assists with the preparation of financial reports and supporting documentation for funders as outlined in funding agreements.</li> </ul>
<b>Co-ordinate project evaluation</b>	<ul style="list-style-type: none"> <li>• Tracks information pertinent to the project deliverables to support efficiency and quality;</li> <li>• Assists with the evaluation of project outcomes as established during the planning phase.</li> </ul>

**Executive Associate – Post C3 Project Start-Up Phase (late fall 2017)**

The Executive Associate will have day to day collaborative interactions with members of the leadership team, in particular a one-on-one working relationship with the Executive Director.

The ideal individual will have the ability to exercise good judgment in a variety of situations, with strong written and verbal communication, administrative, and organizational skills, and the ability to maintain a realistic balance among multiple priorities. The Executive Associate will have the ability to work independently on projects, from conception to completion, and must be able to work under pressure at times to handle a wide variety of activities and confidential matters with discretion.

<p><b>Administrative Support To The Board Of Directors</b></p>	<ul style="list-style-type: none"> <li>• Prepares agendas, minutes and other documents as required;</li> <li>• Completes, edits and circulates minutes of the Board to Directors as appropriate or directed;</li> <li>• Prepares Board packages for Board and Committee meetings as directed;</li> <li>• Distributes agendas, information, and materials for Board and Committee meetings;</li> <li>• Coordinates logistic support for Board and Committee meetings;</li> <li>• Maintains Board records, including: member lists, Board records, attendance and volunteer hours;</li> <li>• Submits monthly report of Board members' hours to Volunteer Coordinator;</li> <li>• Prepares AGM materials as directed by the Executive Director and Director Community Relations;</li> <li>• Registers Directors for courses, workshops and events as directed;</li> <li>• Acts as liaison between staff and board for email communications;</li> <li>• Completes paperwork for Imagine Canada accreditation/renewal.</li> </ul>
<p><b>Executive Support to the Executive Director</b></p>	<ul style="list-style-type: none"> <li>• Successfully completes critical aspects of deliverables with a hands-on approach, including drafting acknowledgement letters, correspondence, and other tasks that facilitate the ED's ability to effectively lead the organization;</li> <li>• Provides a bridge for smooth communication between the Executive Director's office and staff and volunteers, demonstrating leadership to maintain credibility, trust and support with senior management staff.</li> <li>• Researches, prioritizes and follows up on incoming issues and concerns addressed to the ED. Determines appropriate course of action, referral, or response;</li> <li>• Maintains Executive Director's appointment schedule by planning and scheduling meetings, conferences, teleconferences, and travel;</li> <li>• Provides leadership to build relationships crucial to the success of the organization, and manages a variety of</li> </ul>

	<p>special projects of the Executive Director, some of which may have organizational impact;</p> <ul style="list-style-type: none"> <li>• Welcomes guests by greeting them, in person or on the telephone; answering or directing inquiries;</li> <li>• Completes projects by assigning work to clerical staff; following up on results;</li> <li>• Prepares reports by collecting and analyzing information;</li> <li>• Secures information by completing data base backups;</li> <li>• Provides historical reference by developing and utilizing filing and retrieval systems and recording meeting discussions.</li> </ul>
<b>Equipment and Space</b>	<ul style="list-style-type: none"> <li>• Ensures all office equipment is operational and maintains inventory – move computers and phones as needed. Troubleshoot as required;</li> <li>• Maintains postage machine including updates of postage rates, electronically filling postage, ordering supplies;</li> <li>• Places all service calls for repairs to postage machine, phones and copiers/printers, computers, cell phones, furniture and other equipment and assets;</li> <li>• Orders toners for photocopier for Finance Manager, Food Services Manager, Safe House;</li> <li>• Arranges for changes to phone system via telephone provider's website or staff – including holiday message changes, update staff changes for switchboards;</li> <li>• Maintains inventory of all office equipment – computers and phones and Sage furniture;</li> <li>• Plans for optimal use and replacement of office furniture and equipment;</li> <li>• Oversees storage spaces;</li> <li>• Coordinates and ensures room bookings for staff and assist with set-up.</li> </ul>
<b>Banking And Records</b>	<ul style="list-style-type: none"> <li>• Opens and closes accounts as requested by the Finance Manager;</li> <li>• Files Bylaw changes with Alberta Registries;</li> <li>• Provides back-up to Finance Manager in her absence, including issuance of cheques, payment of invoices and insurance queries;</li> <li>• Oversees completion of financial blotters for the agency;</li> <li>• Bank deposits;</li> <li>• Oversees Petty Cash;</li> <li>• Investigation of invoices as needed;</li> <li>• Cashes-out café daily.</li> </ul>

## Qualifications

### *Education*

- University Degree in a related subject

### *Knowledge, skills and abilities*

- Knowledge of project management
- Knowledge of healthcare and/or human services program management
- Ability to develop policies, procedures and operational plans

### *Proficiency in the use of technology, computers including:*

- Trello, Slack and Google Docs
- Word processing
- Simple accounting
- Data-base management
- Spreadsheets

### *Personal characteristics*

The Project Coordinator should demonstrate competence in some or all of the following:

- Behave Ethically: Understand ethical behaviour and business practices, and ensure that own behaviour and the behaviour of others is consistent with these standards and aligns with the values of the organization.
- Communicate Effectively: Speak, listen and write in a clear, thorough and timely manner using appropriate and effective communication tools and techniques.
- Foster Teamwork: Work cooperatively and effectively with others to set goals, resolve problem, and make decisions that enhance organizational effectiveness.
- Organize: develop a work schedule, monitor progress towards goals, and track details/data/information/activities.

### **Experience**

- 2 to 3 years planning and/or management experience

### **WORKING CONDITIONS**

- Office environment
- Works a standard work week but may be required to work some evenings and weekends to meet project milestones.

### **TERM**

This is a full-time permanent position.

### **HOURS OF WORK**

35 hours per week. 8:30 a.m. to 4:30 p.m. with a 1 hour unpaid lunch break, unless otherwise advised or participating in the Compressed Work option.

### **SALARY LEVEL**

\$41,616 base rate per annum. Rates above the base salary rate will be considered based on assessment of the successful candidate's education, skills, previous experience and other factors.