

PROJECT COORDINATOR

WISDOM2ACTION
DALHOUSIE UNIVERSITY
HALIFAX, NOVA SCOTIA
www.wisdom2action.org



The **Project Coordinator** has close working relationships and interacts regularly with various university staff, clients, guests, on-campus and off-campus resources/service departments, administrators, academics, and outside suppliers of goods and services.

Under the supervision of the Project Manager, Wisdom2Action's Project Coordinator will:

- Be a key conduit between Wisdom2Action and stakeholders to provide an appropriate level of support, brand management, and enable capacity building on the ground;
- Help foster the development of productive relationships between Wisdom2Action and national/regional/local organizational partners, and other key stakeholders; align efforts in recognition of political (internal and external) implications of these partnerships.
- Responsible for planning, organizing and executing event logistics by providing recommendation of appropriate mix of facilities and services.
- Actively support stakeholder retention strategies by setting the standard for services, accuracy and efficiency as they relate to the success and completion of events; maintains structured and routine contacts.
- Organize all pre-, on-site and post-event activities by monitoring operational activities, addressing concerns and resolving problems to ensure the success of each event.
- Liaise with various stakeholders (clients, Partners, catering, AV and IT Services, etc.) in the coordination of logistics for successful events set-up (room configuration, set-up, removal, travel, accommodations, etc.).
- Develop event plans and carries out all arrangements around preparation for and managing successful events (ie floor plans, catering needs, event plan, etc.).
- Build and maintain strong relationships with stakeholders and respond quickly to issues or complaints.
- Provide timely and appropriate feedback, and work with colleagues and service providers to implement constructive resolutions to problem areas.
- Provide in person and off-site support for Wisdom2Action's events, including logistical/administrative support, communications/brand management, stakeholder engagement and strategic insight;
- Generate regular and relevant content posts for Wisdom2Action's website and social media platforms;

- Monitor media (including social media) to identify articles, trends and posts of interest and value;
- Develop and design communications marketing materials;
- Respond to stakeholder concerns/questions;
- Proactively identify emerging issues and opportunities on a regular basis regarding youth engagement and recommend appropriate considerations/solutions;
- Contribute to other communications and related tasks, as may be required, such as drafting and edit press releases, talking points, op-eds, blog stories, multimedia packages and corporate communication documents, letters, press statements, opinion editorials, website updates, and policy reports;
- Research, prepare reports, track information and make recommendations for event planning and administration of various events; works with colleagues to implement new systems and policies.
- Ensure stakeholders are aware of terms of contracts, agreements, policies and procedures for Dalhousie University, including all payment and reimbursement terms.
- Perform other related duties as required.

Candidates should possess/demonstrate:

- an under-graduate degree;
- a minimum of three to five years' experience in a regional or national organization;
- the capacity to interact with diverse individuals across the youth serving spectrum and thrive in an academic environment;
- a strong commitment to team work and the ability to excel 'behind the scenes';
- the capacity to work full time from Wisdom2Action's office located in Halifax, NS;
- a willingness to provide a variety of support, including administrative, logistical and event oriented;
- strong verbal, writing and reading skills in English
- strong social media and website knowledge;
- advanced Adobe design skills;
- strategic and innovative thinking skills;
- excellent attention to detail;
- commitment to the process of being part of an exceptional team which is contributing to dynamic change in the youth serving sector.

SALARY: Full-time, contract position until December 31, 2018. Salary commensurate with experience.

To apply, send cover letter and resume to info@wisdom2action.org by December 8, 2017.