

## Project & Administrative Coordinator

### Permanent Full-time

United Way of Calgary and Area is looking for a Project Coordinator with strong administrative skills to join our [Planet Youth initiative](#). If you are passionate about your community, aspire to make an impact, thrive in a fast-paced environment, and want to make a difference, then we're looking for you!

This role will provide coordination and administrative support to ensure the effective development and implementation of the Planet Youth initiative. This will include support to the Project Manager and Director of Planet Youth, as well as support to external committees and cross-functional internal teams.

#### What you will do

- Represent the Planet Youth team professionally with multiple stakeholders with an open, inclusive, and supportive style.
- Compile and organize documentation and calendars for meetings, projects, and publications and ensure appropriate follow-up including meeting minutes.
- Manage and coordinate reporting to leadership and internal and external stakeholder groups.
- Prepare and maintain a variety of records, and files, including information of a confidential nature.
- Monitor expenses and allocations to budgets, prepare invoices and cheque requisitions, and coordinate contracts for the team.
- Community development and support activities as required.
- Prepare a variety of intermediate to advanced documents including PowerPoint Presentations and communications support.
- Complete expense reports as required.
- Arrange when required travel, including logistical preparation, materials preparation, and appropriate follow-up.
- Support staff with project management and coordination, including creating timelines, work back schedules, reports, and assigning of and monitoring completion of tasks.
- Plan, organize, and execute small-scale and larger-scale events, conferences, and meetings.
- Liaise with other departments and work cross-functionally as required

#### What you will bring

##### Experience & Qualifications:

- A minimum of three to five years of progressively responsible project coordination and administrative office experience.
- Diploma or undergraduate degree in human services, project management, administration, or related field.
- Project coordination experience is considered an asset.
- Demonstrated experience working with senior leaders and a variety of external stakeholders.
- Experience in the social sector and/or in supporting community development initiatives is considered an asset.

##### Attributes:

- Strong problem-solving skills.
- Detailed oriented while meeting deadlines.
- Ability to plan, organize, manage priorities, and allocate resources effectively.
- Strong analytical skills.
- Strong ability to multi-task in a fast-paced environment with changing priorities.
- Excellent interpersonal and both oral and written communication skills.
- Proficiency in Microsoft Office Suite software, including Word, Excel, PowerPoint, and Outlook scheduling.
- Knowledge of SharePoint is an asset.
- Ability to learn and adapt quickly to new working environments.



### **United, we make the biggest difference**

United Way is a not-for-profit organization that has played a vital role in our community for over 80 years. As a social impact organization, our mission is clear: we mobilize communities for the common purpose of working together to create lasting social change.

In addition to meaningful work where you can have an impact, United Way also offers a comprehensive compensation and benefits package, and flexible working hours.

### **Our Commitment to an Inclusive Culture**

We are committed to creating an inclusive culture where everyone feels valued and respected, and that reflects the diverse community we serve. We welcome applications from all qualified candidates and encourage candidates with diverse backgrounds, experiences, styles, and abilities to apply. If you require accommodation at any stage of the hiring process, please let us know.

### **Our Commitment to Health and Safety**

At United Way, we are committed to protecting our team, our clients, and the community we serve by providing a safe and healthy workplace. Accordingly, successful candidates will be required to be fully vaccinated against COVID-19 as a condition of employment by their start date or provide written proof of an approved exemption in accordance with Alberta Human Rights legislation.

### **To Apply**

Send **cover letter with salary expectations, and resume (PDF)** by 4pm May 13, 2022, to [hr@calgaryunitedway.org](mailto:hr@calgaryunitedway.org)  
Subject Line: Planet Youth Project and Administrative Coordinator Position – Your Name.

To learn more about the United Way of Calgary and the Area, please visit our website at [www.calgaryunitedway.org](http://www.calgaryunitedway.org).

We thank all applicants for their interest and effort in applying for this position, however, only those being considered will be contacted.