

Project Coordinator Job Description

The Mi'kmaq Association for Cultural Studies is looking for a project coordinator to fill a one year term position. The position will be to coordinate a project being undertaken by The Mi'kmaq Association for Cultural Studies (MACS) in conjunction with external consultants contracted by the MACS. This main purpose of the staff member will be to organize the logistics of the project, including organizing committee meetings and acting as a liaison between MACS and the consultants. Responsibilities and core competencies are below.

Responsibilities

- Manages day-to-day operational aspects of a project and scope.
- Acts as liaison between external consultants and MACS.
- Organizes meeting logistics
- Creates and executes project work plans and revises as appropriate to meet changing needs and requirements.
- Identifies resources needed
- Completes reviews of project elements and quality assurance procedures.
- Best practice research/inventory and authenticity
- Ensures project documents are complete, current, and stored appropriately.
- Holds regular status meetings with Executive Director - effectively communicates relevant project information.
- Tracks and reports expenses on a weekly basis.
- Manages project budget.
- Determines appropriate revenue recognition, ensures timely and accurate invoicing, and monitors receivables for project.
- Completes reports and updates to project funders.
- Develop marketing and promotion/communication strategy

Core Competencies

- Basic budget management skills
- Excellent written and verbal communication skills
- Resolves and/or escalates issues in a timely fashion.
- Understands how to communicate difficult/sensitive information tactfully.
- Excellent Phone skills
- Excellent Organizational skills
- Basic computer skills and knowledge of Microsoft office programs
- Ability to speak Mi'kmaq would be preferable but is not a requirement

Education

- Completed college or university degree in a related field or experience will be considered

Experience

- Experience writing proposals.
- Experience working with Mi'kmaq communities
- Project Coordination in cultural or tourism related field

Applicants must be of Mi'kmaq ancestry – Only those contacted will be interviewed

Deadline: April 30, 2009

To apply, please contact:

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