

Project Coordinator

One year Contract Position – Reports to Chief Administrative Officer

Monday – Friday – 35 hours per week

Definition:

The role of the Contract Project Coordinator is to support the Chief Administrative Officer in the completion of projects aligning with the Village's Strategic Priorities, with a focus on Affordable Housing and Regional Transit. The Project Coordinator will act as a liaison, facilitator and coordinator between the Village's Regional and Provincial partners, community stakeholders, consultants and Village departments to ensure desired results.

Duties and responsibilities:

- Conduct research and analysis and present recommendations to the CAO
- Prepare and maintain a variety of materials such as technical and status reports, correspondence and project specifications
- Prepare Requests for Proposals, evaluate bids and proponent qualifications
- Prepare contracts and oversee projects undertaken by consultants
- Liaise with Village partners, including neighbouring local governments and First Nations
- Prepare and monitor project schedules and budgets
- Coordinate and attend project meetings
- Review plans at various stages for conformance to project objectives and established standards
- Ensure that all statutory process requirements are met in accordance with the *Community Charter, Local Government Act*, Provincial and Federal Legislation, and Village of Pemberton Policies and Bylaws
- Other duties as assigned by the CAO

Qualifications and Experience:

- Post-secondary diploma or degree in land use planning, urban planning or similar field
- Minimum five years' experience in a related role involving municipal planning and project management
- Experience working with Affordable Housing initiatives and/or Public Transportation initiatives strongly preferred
- Related technical experience in zoning administration
- Demonstrated leadership, communication, negotiation and interpersonal skills
- Ability to write technical reports and prepare cost benefit analysis
- Ability to deal tactfully and effectively with a variety of stakeholders
- Time management skills to meet deadlines and manage a large volume of work
- Valid Class 5 BC Driver's License