



SQUAMISH

HARDWIRED *for* ADVENTURE

The District of Squamish is located in the unceded traditional territory of the Skwxwú7mesh Úxwumixw (Squamish Nation). We offer gratitude to the Skwxwú7mesh People who have lived on these lands since time immemorial.

Project Management Coordinator – Major Projects - Industrial *Temporary Full-Time (3 years)*

Are you a natural, seasoned coordinator with experience supporting multiple large, complex projects? Do you thrive in a fast-paced environment ensuring project policies and deliverables are completed on time? In this role, you will provide confidential executive administrative support to the Director, Major Projects – Industrial. In addition, you will assist team members to access and utilize appropriate project management tools and resources. If you have a solid understanding and knowledge of project coordination and management methodologies combined with sound analytical and research skills, this may be the opportunity for you!

What we're looking for:

- ❖ *A project coordinator* who monitors and coordinates the execution of projects, ensuring that they adhere to project protocols, conform to applicable institutional policies, and are completed within the required timelines.
- ❖ *A collaborative team player* who manages and coordinates projects on behalf of the team related to the development or improvement of internal processes, the implementation of project deliverables.
- ❖ *An analytical thinker* who identifies, collects, and analyzes relevant information related to current projects, and provides input and recommendations to the project team for development, implementation, analysis, dissemination of findings, and policy/practice implications.
- ❖ *A multi-tasking organizer* who coordinates and arranges project meetings in consideration of urgency and nature of the subject matter. Prepares documents including presentations, spreadsheets, correspondence, meeting minutes and reports in an accurate and timely manner.
- ❖ *An excellent communicator* who prepares project updates to present to internal project teams and groups, external agencies, organizations, and other project communities.

Who you are: If you tick all of these boxes, and you have a diploma or degree related to the work (Business Administration, Commerce, Public Administration), a Project Management Certification, such as Certified Associate in Project Management (CAPM), and a minimum of 3 years' experience coordinating large, complex projects, then we would love to hear from you!

Who we are: The District of Squamish is a progressive and growing community. Our friendly, small-town setting, spectacular natural environment, thriving arts, culture and heritage scene and world-class recreational opportunities offer an incredible live-work-play lifestyle that few places can beat.

We are a team of fun-loving yet highly dedicated and hardworking professionals who are committed to continuous learning, improvement, and excellence in service to our citizens - and so is our ideal candidate.

Our Vision: Our organization is a thriving community, serving the thriving community of Squamish.

Our Mission: We lead, facilitate and partner to ensure a liveable and sustainable Squamish.

Our Core Values: Respect, Integrity, Connection, Progress

Think you would be the perfect fit? Then come work with us! In addition to a competitive salary (\$82,921.26 - \$91,122.27), we offer a comprehensive benefits package, one of Canada's top pension plans – the Municipal Pension Plan, as well as a fortnight schedule (70 hours bi-weekly) which allows for an earned day off every second week.

A complete job advertisement can be viewed below.

This is an exempt position and is excluded from Union membership.

Please submit your cover letter and resume quoting competition #23-140 to:
Human Resources



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District of Squamish

37955 Second Avenue, P.O. Box 310, Squamish, BC V8B 0A3

E-mail: jobs@squamish.ca

Application deadline: Open until filled.

As an equitable and inclusive employer, we value diversity of people to best represent the community we serve and provide excellent services to our citizens. We strive to attract and retain passionate and talented individuals of all backgrounds, demographics, and life experiences. If you require any adjustments to enable participation at any stage of the recruitment process, please contact in confidence AccessibilityHR@squamish.ca. We thank all applicants for applying.



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External Job Posting

Position:	Project Management Coordinator – Major Projects – Industrial
Status:	Temporary Full-Time (anticipated end date January 16, 2026)
Work Area:	Major Projects - Industrial
Posting Date:	December 18, 2023
Closing Date:	Until position filled

General Summary:

Reporting to the Director, Major Projects- Industrial, the Project Management Coordinator will support project teams and coordinate project management functions to assist in the delivery of Fortis and WLNG regulatory requirements projects.

KEY RESPONSIBILITIES

- Contributes to the success of our team and creation of our thriving community, by fostering the District of Squamish corporate values: Respect, Integrity, Connection and Progress.
- Provides confidential executive administrative support to the Director, Major Projects- Industrial.
- Monitors and coordinates the execution of projects, ensuring that they adhere to project protocols, that they conform to applicable institutional policies, and that they are completed within the required timelines.
- Manages and coordinates projects on behalf of team related to the development or improvement of internal processes, the implementation of project deliverables.
- Identifies, collects, and analyzes relevant information relating to current projects, and provides input and recommendations to the project team for development, implementation, analysis, dissemination of findings, and policy/practice implications.
- Actively supports the management and facilitation of time-limited projects/initiatives to identify best strategies and activities for team members and other project community, including identifying appropriate staff and assisting them to access and utilize appropriate project management tools and resources.
- Coordinates and arranges project meetings in consideration of urgency and nature of the subject matter. Prepares documents including presentations, spreadsheets, correspondence, meeting minutes and reports in an accurate and timely manner.
- Prepares project updates to present to internal project teams and groups, external agencies, organizations, and other project communities. Assists with the development of communication products and disseminates information and knowledge related to projects and key initiatives through a variety of mediums.
- Monitors period, quarterly, mid-year and year-end budget expenditures and reports variances. Gathers and summarizes financial information related to assigned projects for submission to the project lead and sponsor.
- In collaboration with the Project Manager and/or Director, coordinates the implementation of approved recommendations resulting from previous projects, research, best practices, and policy reviews.
- Supports the preparation of departmental materials for organizational initiatives, planning, and reporting.
- Coordinates Director and team calendars as required, coordinates and books meetings and events, providing planning and logistical support as needed.
- Performs other related duties as required.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Sound understanding and knowledge of project coordination and project management methodologies and standards.
- Proven experience using project management tools, creating and maintaining spreadsheets and tracking documents, and preparing status reports and summaries.
- Sound analytical and research skills with a keen eye for detail and an ability to exercise resourcefulness in dealing with a variety of situations.



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- Excellent interpersonal and communications skills in conveying information on behalf of the District and the ability to interact in tactful, diplomatic, and professional manner.
- Demonstrated ability to maintain confidentiality and exercise discretion.
- Proven ability to work independently under minimal supervision and exercise sound judgment.
- Ability to plan, organize and prioritize daily assignments and work activities.
- Ability to foster collaborative relationships and a positive team environment.
- Ability to perform multiple duties simultaneously with tight deadlines

REQUIRED TRAINING, EDUCATION AND EXPERIENCE

- Bondable
- Diploma or Degree related to the work (such as Business Administration, Commerce, Public Administration).
- Project management certification, such as Certified Associate in Project Management (CAPM).
- Minimum of three (3) years experience coordinating large, complex projects.

OR

- An equivalent combination of education, training and experience.

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. This is a general list of responsibilities, duties and skills required of personnel so classified. Other related duties may be assigned in keeping with the general nature of the position.

The District of Squamish may consider applications who do not fulfill all requirements of the position if no fully qualified applicants apply.

Hours of Work: Monday to Friday, 70 hours bi-weekly with a compressed work week (9 day fortnight).

Salary: Salary range: \$82,921.26 - \$91,122.27 as well as a comprehensive benefits package.

This is an exempt position, and is excluded from the Union.

Direct Your Application (Quoting Competition #) To: #23-140

Human Resources

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