

## Project Coordinator

### Position Summary:

The energy industry in Canada is rapidly changing. Electrification will form a big part of Canada's energy transition away from fossil fuel consumption, and technology advancements will impact jobs and skills requirements. EHRC is well-positioned to support the electricity sector in Canada in being a leader in this transition to better prepare the future workforce – one that is highly skilled, diverse and innovative.

This position will support Canada's energy transition as part projects to engage with employers and newcomers to Canada. It will directly impact the livelihoods of Canadians transitioning from other parts of the world into Canada's electricity industry. As a member of a small but enthusiastic team, the successful candidate will support and help improve internal business processes to deliver this national-level project. This position reports directly to the Project Manager and involves the coordination and administration of project and office activities.

### Key Responsibilities:

- Support project manager and in developing tools to support employers in hiring ;
- Coordinate stakeholders to participate in key project activities including participation in focus groups, and piloting resources developed;
- Processes incoming applications, creating a record, inputting relevant information into online program database;
- Works with project team to coordinate the filing of electronic and hard copy documents related to funding applications or contracts (including creating folders for Finance, scanning letters, contracts and reports, archiving, etc.);
- Prepares and sends correspondence to applicants (contracts, documentation) on behalf of project team, as needed;
- Preparation of agendas, meeting and event planning, taking and transcribing minutes for the project committees and working groups;
- Works with project management team to ensure project records are updated in the database software with all relevant information;
- Generates reports from database software on key application processing metrics such as the number of applications, processing time, upcoming disbursements, etc.;
- Reviews, processes (codes, validates, verifies) and submits invoices, expense claims and cheque requisitions to the Finance group;
- Processes financial wage subsidy/incentive claims associated with project in a timely manner, according to internal processes;
- Respond to telephone and email requests for project information, maintain communications with project committee and related stakeholders;
- Coordinate associated travel and hospitality requirements with adherence to Canadian Treasury Board guidelines;

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- Perform other duties as requested and as needed in a dynamic work environment;
- Occasionally represent EHRC at industry events nation-wide speaking to EHRC programs.

## Education and Experience

- An undergraduate degree, college diploma or at least three years of related project and administrative experience in a professional service environment;
- Outstanding communication and interpersonal skills; must be comfortable dealing with internal and external clients in senior management positions;
- Strong knowledge of business support processes and tools, computer business applications (Microsoft Office Suite, Adobe Acrobat);
- Ability to work on multiple tasks in a fast-paced environment with deadlines;
- A self-starter with the ability to work independently and as part of a team, with minimum supervision;
- Ability to maintain confidentiality, discretion and tact when dealing with sensitive information;
- Knowledge of the electricity industry and/or the post-secondary education system in Canada are assets;
- Fluency in French considered a strong asset;

## Work Environment and Compensation

- Position based in Ottawa as part of a hybrid work environment (3 days in office, 2 days from home).
- Some travel across Canada is required.
- Flexible health benefits package upon completion of probation.
- Three weeks vacation to start.
- RSP matching after one year of service.
- Professional development and skill-building opportunities.
- Small office environment with team of 20 staff.
- Very close to public transport, bike lanes, parking options, and local amenities.
- A good environment for professional growth.
- Salary will be commensurate with experience and qualifications (\$48,000 – 56,000/yr).
- This is a full-time permanent position.

## About Electricity Human Resources Canada

Electricity is one of Canada's essential utilities: more than 100,000 Canadians are involved in generating, transmitting and distributing it. It powers homes and businesses across the country, fuelling everything from light bulbs, cell phones and refrigerators to water treatment plants and road vehicle assembly lines.

However, in the face of changing demographics and technology, the industry's highly-skilled workforce needs to grow and adapt. Electricity Human Resources Canada (EHRC) is an enabler, research hub,

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convener and active partner helping industry meet these challenges to secure Canada's long-term electricity supply.

As a trusted source of objective research, information and tools about labour market and human resource trends, EHRC helps the Canadian electricity workforce grow and remain innovative while striving to improve the quality of service to Canadians. Above all, we provide evidence-based solutions to the human resource challenges facing the electricity industry.

EHRC is an enthusiastic, equal opportunity employer. If you are selected for an interview and require special accommodations, please let us know.

Please include your resume and cover letter to be considered for this position.

We thank all candidates for applying but only those candidates selected for an interview will be contacted.