

Project Coordinator

Position Overview

The Project Coordinator is key team member in executing programs for ITFO. Interfacing between client team members of our Fortune-500 clients and ITFO's program leads, the Project Coordinator is responsible for ensuring the smooth execution of a number of client projects simultaneously. ITFO teams work remotely via collaborative software tools. Project management and administrative skills, ability to multi-task, high attention to detail, and previous client liaison experience are keys to being successful in this role.

Primary Responsibilities

- Reporting to the Communications Project Manager, the Project Coordinator will simultaneously manage written content which includes blogs, web copy, social media, whitepapers, as well as podcasts, videos, graphic designs and other digital content
- Manage deadlines and deliverables for publication including managing multiple drafts and maintaining version control
- Manage the addition of deliverables into projects, including resource links, social media links and tags, graphics, case studies and other published pieces in a dynamic and evolving process
- Manage editorial reviews from multiple stakeholders, track approvals, and follow up for reviews
- Build and maintain effective client relationships by understanding client needs, and delivering projects on time and budget
- Work with program manager to communicate project needs, project metrics, client feedback and budget status
- Create and own a collaborative system to track projects progress to deadlines

Qualifications

Required:

- Relevant post-secondary education or experience
- Experience managing content
- Exceptional project management skills
- Demonstrated ability to identify and implement process improvements
- Proven self-starter with strong attention to detail
- Proven ability to multi-task and to work independently
- Excellent communication skills: proven ability to collaborate cross-functionally, diplomatically and professionally across all levels of complex organizations, both internally and externally
- Proficiency in the Office suite of programs

Nice to have:

- Experience with Microsoft Teams or other collaboration tools
- Experience working in a remote/distributed team environment
- Experience with social media management tools
- Adept at learning new software

This is a part-time contract position, working remotely, with the potential to transition into a permanent employee role with benefits. To apply for this position submit a resume and cover letter—or to ask questions—please contact: careers@itfo.ca