

## **IT PROJECT COORDINATOR CO-OP SUMMER STUDENT – FULL TIME TERM**

Reporting to the Manager, Initiatives Delivery, the student will be assisting Portfolio, Program and/or Project Managers with the coordination of work. The student may also be assigned smaller initiatives to manage on their own. The student will be able to leverage tools, templates and standardized processes to guide them through how to manage projects and may also be exposed to Program and/or Portfolio Management activities.

### **Duties:**

- Review the full project lifecycle process and familiarize themselves with the pertinent tools, templates and iterative processes throughout so they can best support the Project Manager(s) they are working with.
- Assist Project Managers with the development of project artifacts using standardized tools and templates.
- Ensure project information is current and accurate.
- Coordinate project team meetings and documentation.
- Identify any project information that may be out of date and work with the Project Manager to address.
- Interact with project team members to obtain status updates or review other information at the direction of the Project Manager and/or if the student is managing their own project.

### **Primary Qualifications:**

- Enrolled in a Project Management Diploma or Certification Program.
- The core competencies for this position include achieving quality results, adaptability/managing change, coachability, communication, customer service, decision making and problem solving, integrity and building trust, teamwork and cooperation and valuing diversity. These competencies are deemed important for the success of the position and organization.

**Interested Individuals should apply by submitting a current resume and application to:**

**Email:** [careers@mbl.ca](mailto:careers@mbl.ca)

**All applications are due by February 8, 2023.**

We thank all interested applicants, however, only those selected for interviews will be contacted.