

YES, a non-profit community organization providing English-language employment and self-employment services is looking for a

## Project Coordinator

The Project Coordinator for the Women in STEM (Science, Technology, Engineering and Math) project is responsible for the coordination and implementation of the project which aims to support women by improving systems and institutional practices to advance inclusivity and leadership for women in the STEM industry.

### RESPONSIBILITIES

Coordinate with an Advisory Committee and consultants in responding to the needs of women and partnering companies by analyzing institutional practices, developing strategies, supporting mechanisms and then implement the strategies.

- Plan, facilitate and conduct meetings with stakeholders
- Coordinate and ensure that project deliverables are clearly understood by project partners /contractors, and are executed in a manner that contributes to key partner's learning and best practice development
- Coordinate the development of materials, tools and a web-based sharing platform
- Conduct research on best practices and change models regarding women issues in business
- Develop and coordinate a forum to identify issues and engage stakeholders in the design and delivery of this project
- Work with internal sub-committees to create compelling approaches to raise awareness and move the implementation of activities among key audiences
- Prepare, monitor and track progress of project deliverables, and budgets, identifying issues and providing advice on project progression
- Develop and implement an outreach and promotion strategy that strengthens relationships with and amongst the stakeholders
- Work with a roster of mentors and facilitate with matching
- Support three selected women leaders in the development of a pan-Canadian network of 150 key women leaders towards an independent women's movement in Canada

### Knowledge, Skills and Qualifications

- Degree or Diploma in Business Administration, Human Resources, Human Intervention, Gender Issues or other relevant studies
- Experience in project coordination, including project planning, developing work plans, priority setting, keeping track of expenses, writing reports to funders, and evaluation
- Experience working in a non-profit or community-based agency in the areas of women's issues, human resources, business or other relevant sectors
- Knowledge and understanding of women's issues, barriers and information needed for leadership and career advancement
- Well-developed relationship building skills; ability to establish rapport and excellent communication with members, partners, staff and volunteers
- Strong organizational skills, detail oriented, independent, ability to meet tight deadlines and demanding schedules
- Excellent interpersonal, problem solving and conflict resolution skills
- Strong work ethic, sound judgment, sensitive to diversity
- Able to travel

### HOW TO APPLY:

Send your cover letter\* and résumé  
to [fa@yesmontreal.ca](mailto:fa@yesmontreal.ca) by August 24, 2017  
(\*résumé **must** be accompanied by a cover letter)

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