

# The Township of Huron-Kinloss

## POSITION DESCRIPTION

Position Title: Project Coordinator			
Reports to:	CAO	Last Revision Date	January 2018
Department:	CAO	Positions Supervised:	None
Position Status:	Contract	Job Grade:	
Nature and Scope of Position:			
Under the direction of the Chief Administrative Officer, this position is responsible for coordination of all aspects of the Township's participation in the Adaptive Phase Management Site Selection Process. Primary administrative support to Nuclear Waste Community Advisory Committee (NWCAC).			
<b>Key Result Areas</b>	<b>Major Responsibilities</b>		<b>Success Indicators</b>
Project Coordination	<ul style="list-style-type: none"> <li>• Main point of contact for all communication amongst the NWCAC, the NWMO and third party organizations</li> <li>• Coordinates projects in conjunction with the CAO, preparing agendas, minutes and supporting materials for meetings. Will ensure notice of each meeting is provided by posting the agenda</li> <li>• Acts as the NWCAC secretary.</li> <li>• Attends all NWCAC meetings, and any Council meetings at which attendance of the Project Coordinator is required.</li> <li>• Will be required to determine priorities and direct correspondence.</li> </ul>		<ul style="list-style-type: none"> <li>•</li> </ul>

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	<ul style="list-style-type: none"> <li>• Gather, organize and prepare information for inclusion in reports for the NWCAC</li> <li>• Schedules appointments for the NWCAC and maintaining the NWCAC calendar and booking venues for meetings/events</li> <li>• Prepares travel arrangements for the NWCAC members.</li> <li>• Able to organize community engagement events.</li> <li>• Able to work evenings and weekends. Available to travel.</li> <li>• Coordinate with other communities and Community Liaison Committees</li> </ul>	
Administrative	<ul style="list-style-type: none"> <li>• Prepare and remit to the Clerk the minutes of each meeting in order to be placed on the Council agenda review</li> <li>• Prepares, edits and files reports, forms, memos, advertisements, contracts, directories, resource materials and other correspondence</li> <li>• Organize, maintain and coordinate NWCAC records and files in their proper locations.</li> <li>• Prepares electronic newsletters and website updates</li> <li>• Monthly mailings of meeting notices and other communications</li> <li>• Administer and assist in developing funding programs</li> <li>• Provides project administration for CAO &amp; Senior Management Team</li> </ul>	•
Teamwork	<ul style="list-style-type: none"> <li>• Ensures compliance with the Terms of Reference and the Procedural By-Law</li> </ul>	•

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	<ul style="list-style-type: none"> <li>• Provides administrative support to the CAO Department as required</li> </ul>	
<p>Community Engagement/Public Relations</p>	<ul style="list-style-type: none"> <li>• Coordinate the communication, consultation and collaboration activities of the Learn More Process to meaningfully engage residents, stakeholders and staff</li> <li>• Coordinates and assists with any events in the community related to Adaptive Phased Management Project for Huron Kinloss, such as public meetings, open houses and speaker presentations etc.</li> <li>• Ensures all communications are handled in a pleasant, courteous, efficient manner and that all inquiries are forwarded to the appropriate person or department</li> <li>• Maintains a professional image and demeanour with all employees, management, executives and visitors</li> <li>• Represent the municipality in public dialogue and events.</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>
<p>Other related duties as assigned.</p>		
<p><b>Qualifications</b></p>		
<p><b>Education:</b></p> <ul style="list-style-type: none"> <li>• Post Secondary education in a related field or equivalent mixture of experience and education</li> </ul>		
<p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>• Related experience with community engagement, facilitation, volunteer organizations, public or private sector</li> <li>• Creating accessible documents and fillable documents</li> </ul>		
<p><b>Skills:</b></p>		

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- Strong communication skills
- Excellent writing skills
- Project Management Skills and use of software
- Ability to understand and interpret complex and technical information
- Highly organized with the ability to multi-task and work independently or within a team to meet deadlines
- Good interpersonal skills and ability to act professionally to represent the project
- Knowledge and understanding of NWMO and sustainability
- Access to a vehicle and possesses a valid driver's licence
- Available to work evenings and weekends
- Proficient with MS word, Excel, and PowerPoint

## **Physical Effort & Working Conditions**

- Work is typically performed in an indoor office environment
- The mental effort requires a reasonable degree of concentration on a variety of activities and the processing and interpretation of information.
- Problems to be addressed require specialized knowledge and skills to solve
- Some overtime may be required
- Will be required to attend some evening meetings
- Work generally has a low risk of injury

The Township of Huron-Kinloss is committed to providing information in the format that meets your needs. We have made every attempt to make documents accessible but there may still be difficulty in recognizing all of the information. Please contact us if you require assistance and we will make every attempt to provide this information in an alternative format.