



Date: May 6, 2019

Social Impact Project Coordinator. Maternity Leave

Scale Collaborative is looking for a pro-active, get things done Project Coordinator to manage several different initiatives directly connected to building a strong social enterprise, social procurement and social finance eco-system on Vancouver Island.

Position: 35 hours/week

Wage: \$24-\$26/hr

Start date: June 3, 2019

Location: Victoria based, Vancouver Island and Coastal Community focused

We are looking for an organized community builder who can get things done on tight timeframes. Our ideal person is passionate about social enterprise, social procurement and building a strong social entrepreneurial community on Vancouver Island. This is a one-year maternity leave position that may be extended.

Job open until filled. Interviews by the end of May.

Job Description:

- Assisting and supporting the Project Leadership as required
- Coordinate project management activities, resources, equipment and information
- Documenting and following up on important actions and decisions from meetings
- Monitor project progress and handle any issues that arise
- Act as the point of contact and communicate project status to all participants
- Create and maintain comprehensive project documentation, plans and reports
- Organizing, attending and participating in stakeholder meetings
- Providing administrative support as needed
- Planning on-site event, coordinating logistics and details
- Undertaking project tasks as required
- Engagement of wider community through social channels
- Tracking and reporting on social channels

Project Coordination Skills

- Solid organizational and time-management skills
- Strong client-facing and teamwork skills
- Ability to work effectively both independently and as part of a team

- Competency in Microsoft applications including Word, Excel, and Outlook
- Competency with GSuite for business including GMail, Google Drive, Google Calendar
- Knowledge file management, transcription, and other administrative procedures
- Ability to work on tight deadlines

Engagement Skills

- Strong familiarity and interest with the business applications of social media platforms (Instagram, Facebook, Twitter, YouTube, LinkedIn, etc.)
- Experience with social media scheduling tools such as Hootsuite, Buffer, Sprout Social or similar
- Experience with Wordpress administration and content creation
- Experience with email marketing software, i.e., Mailchimp
- Experience with paid traffic and Facebook Business Manager
- Understanding of social media metrics; ability to interpret the results and take action to increase effectiveness of social media campaigns
- Familiarity with Google Analytics
- Experience gathering data and tracking audience engagement
- Graphic design skills an asset
- Photography and videography skills an asset
- Good storytelling and written communication skills

Send cover letter and resume to Kristi Fairholm Mader at kfmader@scalecollaborative.ca