

Job Posting – Project Coordinator for Rossland's Monashee Institute

The Innovative Education Task Force is seeking a qualified individual for our Coordinator and administrator post for the Monashee Institute pilot project. This is a re-posting, and an interim coordinator is in place. The Monashee Institute, monasheeinstitute.org, is a Rossland Sustainability Commission initiative aimed at making Rossland a globally recognized destination for learning.

The Project Coordinator will be responsible for overall project planning, coordination, and marketing support for a pilot series of learning experiences scheduled to run until the end of October, 2014.

Post Profile:

Reports to: Chair of the Innovative Education Task Force.

Type: Paid part-time contract position. September 8 – October 31, 2014.

Hours: Flexible. Approximately 15 hours per week. Some evenings and weekends.

Pay: Competitive wage. Sliding scale depending on experience.

Location: Work from home. Phone and office support provided.

Deadline for applications: Friday, August 29th, 5:00 pm.

Interviews: Tuesday, September 2nd. Only selected candidates will be contacted.

Project Coordinator - key functions

- Develop and monitor key operating, registration, financial systems.
- Fundraising, business planning, and managing event logistics.
- Marketing: manage, update and create content for website (WordPress); create and distribute newsletters using MailChimp; media relations; social media.

Skills

- Strong written, presentation and inter-personal communications.
- Working on a team, and on own.
- Computer and technology competent – MS Office, WordPress, MailChimp and others.

Administration function

- Attend all Task Force meetings and record proceedings.
- Establish and maintain information customer & venue databases
- Other duties as required.

Email your cover letter, highlighting your relevant skills and your expected hourly wage, along with your CV, plus 2 or more references with contact information to: Terry Miller, Chair, Rossland Sustainability Commission, timiller@telus.net.

For the full job description visit the Sustainability Commission, www.visionstoaction.ca.