



Job Posting: Project Coordinator

Located in Toronto, Ontario, The ArQuives is one of the largest LGBTQ2+ archives in the world and is celebrating 50 years of ***Keeping LGBTQ2+ Stories Alive***. The ArQuives acquires, preserves, and provides public access to information and collections in various formats; we offer a range of research, exhibition, educational, and community programming.

The ArQuives seeks a Project Coordinator who will be in charge of administrative duties related to an ongoing strategic planning project (renewable 1-year contract, 35 hrs./week). The Project Coordinator reports directly to the Project Manager (Senior Development Officer) and will be working to assist the Project Manager and external Consultant with monitoring project plans, schedules, work hours, budgets and expenditures, organizing and participating in stakeholder meetings, and ensuring that project deadlines are met in a timely manner. This role will be on a hybrid work model; a combination of remote, offsite, and onsite work will be required (to a maximum of 25% onsite, with an estimated 25% offsite + 50% remote)

The ArQuives acknowledges and is committed to addressing historical inequities within our organization. We encourage applications from marginalized communities, including those who identify as Indigenous, women, trans, non-binary, gender non-conforming, Black, people of colour, and persons with disabilities.

Primary Responsibilities

- Maintain and coordinate project plans, project schedules, work hours, budgets, expenditures, and other administrative support..
- Organize, attend, and participate in stakeholder meetings.
- Preparing documentation and presentations, taking notes, and following up on active items after meetings.
- Meet project deadlines.
- Anticipating and flagging project changes.
- Undertaking project tasks as required.
- Assess project risks and issues and provide solutions where applicable.
- Support facilitation of meetings where appropriate and distribute notes to project team members.
- Generate and monitor project management calendars for fulfilling goals/objectives.

Qualifications and Experience

- BA/equivalent, and two years relevant experience in the non-profit sector
- Exceptional organizational, time management, and problem-solving skills
- Attention to detail and ability to work to deadlines
- Exceptional verbal, written, and visual presentation skills
- Ability to work effectively both independently and as part of a team
- Proficiency in using software applications for project management
- Proficiency in MS Office and Google suites
- Knowledge and understanding of the LGBTQ2+ communities and history in Canada or experience working with marginalized communities is an asset

Organization website: www.arquives.ca

Application deadline: December 3 2023

Estimated start date: January 3 2023

Hours and Salary: 35 hours/week @ \$23.00/hour (\$41,860 annual)

Interested candidates should send a CV/resume and cover letter as one PDF document to: jobposting@arquives.ca with "Project Coordinator" in the email subject line.