



Project Coordinator (MAC 41508)
Marketing
Reputation and Brand Management

Location: London

Employment Group: Support

Hours: 35 hours per week. Monday to Friday 8:30 a.m. to 4:30 p.m.

Pay Details: \$42.56 per hour

Closing Date: September 23, 2024

Working at Fanshawe College

Fanshawe College is committed to the principles of hybrid work and may offer this option to employees whose work can be performed in an alternate location, without adverse impact to the operations of the College, inclusive of our Student and Staff experience. Confirmation of hybrid work options available to you will be clarified upon hire and may be subject to change based on the duties required of your position. Successful candidates will be required to perform work within Ontario and must be available to work on campus, as required.

Hybrid Work Schedule: This is a hybrid role with a minimum two days in-office per week (mandatory: Tuesdays and Thursdays) with additional days in-person as directed by the Manager.

Note: This is a full-time Support position (35 hours per week).

Duties: Under the general supervision of the Senior Manager, the incumbent proactively coordinates the delivery of College projects for CRM and digital marketing functions. The Project Coordinator will be responsible for requirements gathering across the College, business process analysis, and communication of themes and recommendations to various key staff and administration. Applies project management methodologies; serves as project leader, and performs research, evaluation and assessment of digital tools/features relevant to business process needs.

QUALIFICATIONS

- Post-secondary 3-year diploma/degree in Business Administration, Business Analysis, Bachelor of Commerce, or Project Management
- Minimum 5 years' proven professional project management experience
- An equivalent combination of education and experience may be considered
- Technical background – working in or on projects related to software, web technology, CRM or related fields
- Excellent written and verbal communication skills
- Exceptional organizational skills including attention to detail and multitasking
- Strong working knowledge of Microsoft Office 365 and/or Google Workspace
- PMP certification or equivalent is an asset but not required

While transcripts are not required for the interview, they are mandatory prior to any offer of employment.

How to Apply:

For more information and how to apply, please visit the Fanshawe College website at: <https://jobs.fanshawec.ca/>

We thank all applicants for their interest; however, only those chosen for an interview will be acknowledged.

Fanshawe College is an equal opportunity employer. We are committed to equity, value diversity, and welcome applicants from diverse backgrounds.

Fanshawe College provides accommodations to job applicants with disabilities throughout the hiring process. If a job applicant requires an accommodation during the application process or through the selection process, the hiring manager and the Recruitment Coordinator leading the recruitment will work with the applicant to meet the job applicant's accommodation needs.