
POSITION DESCRIPTION FORM (PDF)

Temporary Part-time Support Staff

Position Title: Special Projects Coordinator – Advancement, Donor Funded Projects

Position Number: n/a

Pay Band: 11

Reports To: Sandy Marett

Appointment Type: 12 Months **“Other” Hours Details:** [Click here to enter text.](#)

Scheduled Weekly Hours (maximum 24 hours per week): 24

PDF Completed By (Manager Name): Sandy Marett

Effective Date: March 2022 **Last Revision:** [Click here to enter text.](#)

SIGNATURES

Incumbent: _____ **Date:** _____

(indicates incumbent has read and understood the Position Description Form details)

Supervisor: _____ **Date:** _____

(indicates the supervisor has authorized and assigned the duties & responsibilities in the PDF)

NOTE: Please return the original PDF to HR Operations (Michelle Bozec) as soon as it has been signed. Thank you.

PART ONE:

POSITION SUMMARY

Reporting to the Director of Advancement & Alumni Relation, the position will coordinate and oversee the planning, development, marketing, implementation, and administration of donor funded projects in the Advancement Team.

The incumbent is expected to maintain, streamline, and monitor Project team tasks to ensure all milestones of the projects are completed to meet the requirements of stakeholders and project timelines.

Under the direction of the Director, Advancement and Alumni Relations, the Project Coordinator is responsible for all aspects of special projects including:

- Provides general oversight of projects, responsible for identifying risks, barriers and challenges that could impact project activities or outcomes, proposing solutions and/or alternatives, and reporting them in a timely manner to the Director of Advancement & Alumni Relations.
- Coordinating the recruitment and support of volunteers, both external student mentors and project steering committee.
- Gathers and maintains up to date profiles of mentors.
- Creates standard operating procedures related to the Project.
- Supports application process and ongoing support for students enrolled in projects.
- Works closely with fundraisers to produce reports and provide effective donor stewardship.
- Tracks metrics and reports on project monthly.
- Track and oversee the budget for the Project.
- Directly coordinates events for the project (symposium, panel event, celebration of students, etc.) and supporting collaboration with other external events.
- Manages calendar of tasks and activities for project.
- Writes and maintains communication plan and materials – social media, website, flyers, presentations.
- Plans and provides logistical support, prepares presentations, arranges promotional events and execution of marketing strategies, ensures the webpage is kept up to date.
- Work closely with other internal leaders who have input on the project.

KEY DUTIES & RESPONSIBILITIES

Indicate as clearly as possible the significant duties and responsibilities associated with the position. Indicate the approximate percentage of time for each duty. Keep sentences short, simple and to the point. *TIP: Describe major clusters of functional work rather than detailed individual work routines and procedures.* Do not use allocations of less than 5%.

	Summary Details	Percentage %
1	Project Coordination Proactive planning and coordination of external funded projects.	45%

	Summary Details	Percentage %
	<p>Develops and monitors project timelines and schedules in consultation with the Director of Advancement & Alumni Relations. Ensures assigned tasks are completed accurately and on time.</p> <p>Maintains accurate project tracking and provides regular updates to the Director of Advancement & Alumni Relations.</p> <p>Liaises with project partners (internal and external) to monitor progress and overcome challenges to success.</p> <p>Facilitates program enrolment, ensures timely, concise, and accurate response to stakeholder inquiries, including resolution of issues.</p> <p>Responsibility to ensure disbursements are issued to students accurately and on time.</p> <p>Develops a tracking system, identifies potential risks, and builds mitigation strategies.</p> <p>Develops, maintains, and oversees participant tracking, reporting, to ensure milestones are met.</p> <p>Creates and supports Program Advisory Groups as necessary.</p>	
2	<p>Marketing and stakeholder relationships</p> <p>Establishes and maintains positive, collaborative, and effective relationships with stakeholders, community, and donors.</p> <p>Creates and updates communication plans, press releases and social media articles to support the program.</p> <p>Responsible for arranging promotional in-person and online events, execution of marketing strategies and recruitment of program participants.</p> <p>Maintains and updates the program webpage.</p>	40%
3	<p>Reporting</p> <p>Maintains up-to-date client records in Raisers Edge.</p> <p>Contributes to the overall reporting requirements of the program.</p> <p>Produces reports as requested.</p> <p>Tracks project plans and provides reports on milestone completion.</p> <p>Tracks and reports on budget, including variance analysis, liaise with Advancement Services Officer.</p>	10%
4	Other Duties as Assigned <i>(do not amend this section)</i>	5%

To calculate the relative percentage of time allocated to each cluster of key duties & responsibilities, remember to consider the total amount of hours this part-time position will normally work in a year.

For example:

An RPT position which normally works 24 hours per week for 10 months of the year would have approximately 960 annual hours (24 hrs/wk x 4 wks/month x 10 months). If this position is estimated to spend 5 hours per week completing a cluster of work associated with organizing and maintaining business files, you would allocate 20% to this function calculated as (5 hrs/wk x 4 wks/month x 10 months) divided by 960.

PART TWO:

TRAINING & TECHNICAL SKILLS

Indicate the minimum level of independent studies, formal education, internal and/or external training programs including professional and technical or apprenticeship courses necessary to fulfill the requirements of this position.

Formal Education Requirements:

Completion of a two (2) year college diploma.

Field(s) of Study:

Trades & Technology, Project management, Marketing, Administration

Other Vocational Certifications and/or Apprenticeships:

[Click here to enter text.](#)

EXPERIENCE

Specify the minimum number of months and/or years of practical experience in any related work necessary to fulfil the requirements of this position.

Practical Work Experience:

More than three years up to five years.

Additional Skills & Abilities:

- ☐ Previous experience in project coordination, ideally working with trades/technology-related organizations
- ☐ Experience managing multiple projects, with competing deadlines
- ☐ Experience in marketing post-secondary programs and/or experience with program development
- ☐ Well-developed interpersonal skills with an ability to build positive relationships with internal & external stakeholders
- ☐ Effective analytical and problem-solving skills with the ability to obtain, understand, interpret, and manipulate data to support and promote planning and accountability
- ☐ Demonstrated team player with the ability to work independently and under pressure of multiple tasks, priorities, and deadlines.

- ☐ Proven client service competencies including effective communication skills, active listening and questioning skills
- ☐ Ability to use common structured questioning techniques
- ☐ Ability to reason and troubleshoot; stress and conflict management skills
- ☐ Ability to provide detailed and accurate verbal and written technical guidance to support clients
- ☐ Ability to demonstrate initiative consistently with commitment to quality improvement by sharing process improvement initiatives with management
- ☐ Demonstrated professional and ethical responsibility to protect privacy, use confidential information appropriately, treat sensitive situations with an appropriate degree of tact and discretion
- ☐ Demonstrated proficiency in Microsoft Office, electronic calendaring, internet browsing applications, social media, and any other related software
- ☐ Knowledge of the Trades & Technology sector preferred
- ☐ Experience with financial management.

PART THREE:

COMPLEXITY

Describe the amount and **nature of analysis, problem-solving and reasoning** required to perform the core duties of the position. Provide up to two (2) examples in the space provided below of regular duties for this position. Answer the questions listed below in the Key Considerations section.

Example #1

Task / Activity
The incumbent must, on an ongoing basis, proactively plan and coordinate details to support planning and success for program participants
Description
Extensive planning skills ranging from milestone-focused delivery, event plan for the year, budget and resourcing analysis, communications, and engagement to reporting, time management, organizational, communication, interpersonal, budget, and financial management and the ability to effectively organize with conflicting priorities. Ability to promote and market, multitask, plan and arrange networking and celebration events.

Example #2

<p>Task / Activity</p> <p>The incumbent must ensure that the participants meet the criteria to take part in the programs.</p>
<p>Description</p> <p>Through the application process, the incumbent, based on analysis of the initial completed application, matches the student to the applicable funding as decided by the donor.</p>

Key Considerations:

With respect to the examples above and the regular duties associated with this position's core functions, please answer the following questions:

Is the work considered to be routine/non-routine?

Routine

How would you describe the complexity of the work?

Some duties are varied and complex.

Describe the business processes used by the position.

Processes are specific and related.

JUDGMENT

Describe the degree of independent judgment and problem-solving required to perform the duties of the position. Provide up to two (2) examples in the space provided below of regular duties for this position. Answer the questions listed below in the Key Considerations section.

Example #1

<p>Task / Activity</p> <p>The incumbent must analyze and mediate the resolution of problems between the student and their mentor.</p>
<p>Description</p> <p>The incumbent must determine the nature of the problem in order to develop an appropriate response. The incumbent reviews the history of student's involvement in the program and works out creative solutions.</p>

Example #2

<p>Task / Activity</p> <p>The incumbent will continually monitor and analyze the program to ensure its success.</p>
<p>Description</p> <p>The incumbent tracks the progress of projects over a specified timeframe. As issues arise which affect timing and/or potential outcomes, the project timing and/or planned activities must be adjusted, and consequent issues followed up on in conjunction with the Director of Advancement & Alumni Relations.</p>

Key Considerations:

With respect to the examples above and the regular duties associated with this position's core functions, please answer the following questions:

The work duties typically require:

Originates new techniques and utilizes to develop new information.

In determining a solution for problems, the incumbent has discretion to:

Develop new methods and options.

MOTOR SKILLS

Describe the aspects of the position that require fine motor movements (delicate, intricate or precise) related to the core duties of the position. Provide up to two (2) examples in the space provided below of regular duties for this position. Answer the questions listed below in the Key Considerations section.

Example #1

Task / Activity Computer keyboard
Description The incumbent will be required to create reports, update actions and notes in Raisers Edge

Example #2

Task / Activity Telephone
Description The incumbent will be required to make and take phone calls.

Key Considerations:

With respect to the examples above and the regular duties associated with this position's core functions, please answer the following questions:

When considering 'speed' of fine motor movements for this position:

Choose an item.

Indicate the percentage of time that is required in performing each of the tasks discussed above.

Task	% of Time
Workstation	75
Telephone	25

PHYSICAL DEMAND

Describe the degree of **physical demand** required to perform the duties of the position. Provide up to two (2) examples in the space provided below of regular duties for this position that illustrate the type and duration of physical effort, the frequency, the strain from rapid and repetitive fine muscle movements or the use of larger muscle groups, lack of flexibility of movement, etc.

Example #1

Task / Activity Sitting at a workstation
Description Most of the day will be spent sitting at a workstation.

Example #2

Task / Activity Occasional lifting of some light weights
Description Occasional lifting of promotional materials.

Indicate the percentage of time that is required in performing each of the tasks discussed above.

Task	% of Time
Sitting at workstation	90
Occasional lifting	10

How would you describe the frequency of the physical demands of this position?

Recurring (most of the day)

How would you describe the nature of the physical demands of this position?

Light

How would you describe the physical strain on this position?

Awkward bodily positions over extended periods of time; limited flexibility of movement.

SENSORY DEMAND

Describe the degree of **sensory demand** required to perform the duties of the position. Provide up to two (2) examples in the space provided below of regular duties for this position that illustrate the level/degree of concentration (visual, auditory, tactile, etc.). Answer the questions listed below in the Key Considerations section.

Example #1

Task / Activity Reading
Description Proofreading reports for accuracy,

Example #2

Task / Activity Budget Tracking
Description The incumbent will be required to analyze and monitor data in order to produce accurate and timely reports.

Key Considerations:

With respect to the examples above and the regular duties associated with this position's core functions, please answer the following questions:

How would you describe the requirement for attention to detail in this position?

Occasional (>30 to 60%)

How would you describe the requirement for sensory demand in this position?

Moderate

Indicate the percentage of time that is required in performing each of the tasks discussed above.

Task	% of Time
Proof reading reports	25
Budget tracking	15

STRAIN FROM WORK PRESSURES / DEMANDS / DEADLINES

Describe the degree of **work pressures** involved in performing the duties of the position. Provide up to two (2) examples in the space provided below of regular duties for this position that illustrate the deadlines, interruptions, distractions, multiple or conflicting demands/workloads and dealing with people in difficult situations. Answer the questions listed below in the Key Considerations section.

Example #1

Task / Activity
Multiple deadlines, conflicting priorities
Description
The incumbent will be required to produce accurate and timely reports and manage conflicting priorities to meet all deadlines set by the Director of Advancement & Alumni Relations.

Example #2

Task / Activity
Event planning
Description
The incumbent will need to arrange, coordinate and ensure the successful running of in person and online special events, managing and resolving any issues as they arise to ensure success

Key Considerations:

With respect to the examples above and the regular duties associated with this position's core functions, please answer the following questions:

How would you describe the workflow demands this position typically faces?
Deadlines may periodically change.

How would you describe the existence of critical deadlines in this role?
Occasional critical deadlines.

How would you describe the level of interruptions this position faces?
Interruptions are frequent and may be unpredictable.

Indicate the predictability of the strain and percentage of time required in each task discussed above.

Task	% of Time	Predictability*
Preparation of reports	25	TP (Tends to be Predictable)
Event coordination	15	TP (Tends to be Predictable)

INDEPENDENT ACTION

Describe the degree of **independent action** and **autonomy** required to perform the core duties of the position. Provide up to two (2) examples in the space provided below of regular duties for this position. Answer the questions listed below in the Key Considerations section.

Example #1

Task / Activity
The incumbent is responsible for new projects
Description
Incumbent has freedom to create own work schedule, based on their own judgment. Utilizes individual discretion in seeking guidance as required. Director of Advancement & Alumni Relations will provide targets to meet, and the incumbent will need to provide donor stewardship, and support to participants and mentors.
Responsible for ensuring milestones and deliverables are met.

Example #2

Task / Activity
Decision Making
Description
Re-designing procedures and systems to respond to daily operational issues require the incumbent to use creativity and initiative to generate new ideas for improvement and engage other staff in making the change.

Key Considerations:

With respect to the examples above and the regular duties associated with this position's core functions, please answer the following questions:

What type of instruction is typically given to the incumbent?

Uses procedures and past practices but may adapt them, as required.

What degree of supervision is typically provided to the incumbent?

Periodic supervision; occasional supervisory input.

How is the work typically checked and verified?

Output is reviewed by report/discussion.

How frequently is the work checked?

Mostly reviewed at point of task completion.

Describe duties which are the incumbent's responsibility where independent action requires initiative and/or creativity and indicate how often the duties occur. Identify the typical situations or problems that are normally referred to the Manager for solution.

COMMUNICATIONS / CONTACTS

Describe the nature of contact and purpose involved in communicating information (i.e. to provide advice, explanation, to negotiate, or influence others to reach agreement, etc.), and the confidentiality of the information provided. Answer the questions listed below in the Key Considerations section.

Nature of Contact (Who)	Purpose of Contact (What)	Frequency
External stakeholders	Build and maintain effective relationships with donors, including ongoing stewardship	Daily
Internal stakeholders	Build and nurture relationships with Fleming staff	Daily
Advancement Team	Collaborate with team	Daily
		Choose an item.
		Choose an item.
		Choose an item.

Key Considerations:

With respect to the examples above and the regular duties associated with this position's core functions, please answer the following questions:

Communications in this position are typically engaged for the purpose of:

Providing guidance/technical advice of a specialized nature; seeks to secure cooperation of others.

What type of involvement does this position have with confidential information?

Regular involvement with moderate disclosure implications.

RESPONSIBILITY FOR DECISIONS AND ACTIONS

Describe the type of **responsibility** that exists for the **decisions** and **actions** related to the core duties of the position. Provide up to two (2) examples in the space provided below of regular duties for this position. Answer the questions listed below in the Key Considerations section.

Example #1

Task / Planning of project
Description Develops and monitors project timelines and schedules in consultation with the Director of Advancement & Alumni Relations. Ensures all assigned tasks are completed accurately and on time.

Example #2

Task / Activity Project tracking
Description Ensures all projects are running according to the timelines, liaising with partners and problem solving as necessary

Key Considerations:

With respect to the examples above and the regular duties associated with this position's core functions, please answer the following questions:

How errors are typically detected for work completed by this position?

Errors usually detected through verification and review processes.

What is the typical scope of impact to the organization for errors in this position?

Results in some workflow disruption, duplication and/or wasted resources.

WORK ENVIRONMENT

Describe the physical environment that the incumbent works in. Consideration should be given to:

- The probability or likelihood of exposure to disagreeable/hazardous elements.
- The nature of the disagreeable/hazardous element
- Length of exposure while on the job
- Travel

Complete the chart below. Answer the questions in the Key Considerations section.

Environment	% of Time
Professional office environment Yes	100
Outdoor work; seasonal conditions No	
Other (please specify)	
Other (please specify)	

Key Considerations:

With respect to the nature of disagreeable/hazardous elements this position is in contact with, would you describe them as:

Slightly disagreeable

With regard to the disagreeable/hazardous elements referenced above, how often does the position encounter them?

Occasional

If this position is required to engage in business related travel, what is the frequency of the travel?

Infrequent (less than 10% of their time in transit)

SUPPLEMENTAL DATA

Provide any additional information which will serve to further enhance understanding of the position.

[Click here](#) to enter text.