



Project Coordinator Job Description

Curated Leadership is a woman of colour founded and run organization that provides training, coaching, and strategic planning to organizations on the fundamentals of equity, diversity, and inclusion. Through an anti-oppressive lens, we inspire others to seek awareness, education, and action. We provide our team members with mentorship and learning opportunities to meet their personal and professional goals. To learn more about our mission and values visit us at www.curatedleadership.com

We are looking for an individual who is a forward thinking self-starter, committed to equity and justice, with impeccable communication skills. This individual will have strong skills in project management and coordination working on small to midsize equity and diversity projects.

Job Responsibilities

We are currently seeking a proactive and detail-oriented Project Coordinator to join our small but mighty team. The ideal candidate will be passionate about advancing equity, diversity, and inclusion initiatives and possess strong organizational and communication skills. As a Project Coordinator, you will play a crucial role in supporting the successful execution of client projects, ensuring that timelines are met, resources are allocated efficiently, and deliverables exceed expectations.

Project Management:

- In collaboration with Executive Director, keep track of RFPs and coordinate response to RFPs.
- Collaborate with Executive Director to develop project plans, timelines, and milestones.
- Monitor project progress and identify potential risks or delays.
- Coordinate with internal teams and external partners to ensure smooth project execution.
- In collaboration with Executive Assistant track project expenses and assist with budget management.

Client Communication:

- Serve as the primary point of contact for clients throughout the project lifecycle.
- Communicate project updates, deliverables, and milestones to clients in a clear and timely manner.
- Address client inquiries and concerns promptly and professionally.



Documentation and Reporting:

- Maintain accurate project documentation, including meeting minutes, action items, and project files.
- Prepare comprehensive project status reports for clients and internal stakeholders.
- Assist with the development of project proposals, presentations, and other client-facing materials.

Resource Coordination:

- Coordinate internal and external resources to ensure timely delivery of project deliverables.
- Schedule meetings, workshops, and other project-related activities.
- Facilitate communication and collaboration among project team members.

Quality Assurance:

- Conduct quality assurance checks on project deliverables to ensure accuracy and alignment with client expectations.
- Solicit feedback from clients and stakeholders to continuously improve project outcomes.

Qualifications:

- Bachelor's degree in business administration, or a related field. An equivalent combination of education and experience may be substituted.
- Proven experience in project coordination or management, preferably in the equity, diversity, and inclusion sector.
- Excellent organizational and time management skills, with the ability to prioritize tasks and meet deadlines.
- Strong written and verbal communication skills, with a keen attention to detail.
- Proficiency in project management tools.
- Demonstrated commitment to equity, diversity, and inclusion, with an understanding of intersectionality and culturally responsive practices.
- Ability to work independently and collaboratively in a fast-paced, dynamic environment.

Compensation: \$30/hour. Part time contract, possibility for full time.

Submit your cover letter and resume to hello@curatedleadership.com

Curated Leadership is an equal opportunity employer.

