

Employment Opportunity

Job Title:	Project Coordinator Empower the North (ETN)	Hours of Work:	20 - 24 hours per week
Job Type:	Part-time (10-month contract)	Start Date:	January 2025

Project – Empower the North - “Recover Together – Recover Stronger”

Help Rebuild Thunder Bay!

Looking for a rewarding and manageable part-time role? Join the Lakehead Social Planning Council as a **Part-Time Project Coordinator** and play a key role in supporting local non-profits and vulnerable populations.

Your Role:

- Assist with organizing meetings with collaborative partners and plan outreach activities.
- Help recruit community members and volunteers through simple campaigns.
- Create an inventory of responses from nonprofit organizations about the impact of the pandemic and steps to recovery.
- Keep project documents up-to-date and follow up with team members.
- Be a point of contact for questions and updates.
- Gather feedback and share insights in a final project report.

What We’re Looking For:

- Great organizational and communication skills.
- Computer skills are an asset particularly experience with Microsoft 365.
- A collaborative attitude and enthusiasm for community projects.
- Basic experience in planning or working with groups is a plus.

Why Apply?

- Flexible part-time hours.
- Easy-to-manage tasks that make a significant difference.
- Be part of a meaningful initiative to support Thunder Bay’s recovery.

Apply Today! Submit your resume to mklassen@tbaytel.net by January 15, 2025. Help us build a stronger, more connected community!