



January 6, 2011

Part Time Position - Project Coordinator

Role

The Institute of Health Economics (IHE), a not for profit health economic research institute is currently seeking a Project Coordinator for work on a two year foetal alcohol spectrum disorder (FASD) project.

The position's responsibilities include support and meeting coordination for several working committees. The culmination of the work is an international conference to be held in fall 2013, and a wrap up of the outcomes ending in approximately January 2014.

This is a part time position (2-3 days per week), providing some flexibility on the days worked at a rate of \$20 per hour (depending on experience and background). It is a two-year temporary salaried position (commencing immediately to January 2014).

Responsibilities:

- Organize and manage all Project committee meetings.
- Advise participants of meetings including creation of the agendas.
- Manage and circulate materials, reports, and agenda packages.
- Create and distribute meeting minutes and overviews of committee meetings.
- Ensure a consistent flow of information between groups within the organization.
- Ensure adequate follow-up on all committee meetings.
- Maintain a schedule of meeting dates and deadlines.
- Generate written reports as needed.

Required skills and experience

- Undergraduate Degree.
- Two or more years of senior administrative support.
- Excellent written and verbal communication skills.
- Superb minute taking skills and ability to compose letters and reports.
- Extremely detail-oriented, thorough, accurate.
- Advanced level Microsoft Office (Word and Power Point)
- Strong problem-solving, sound judgment and decision-making skills.
- Excellent organizational skills combined with the ability to manage multiple tasks while working to deadlines as part of a structured team.
- Experience with committees.

- Familiarity with rules of order and procedures at meetings.
- Project management and meeting planning skills.
- Availability to work some evenings and weekends.
- Required to work independently with limited supervision.

Please forward resume and covering letter to dhaas@ihe.ca or fax to the attention of D Haas at (780) 448-0018. Successful applicants will be contacted for an interview.